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### REFERENCES:

1. Title 10 U.S.C. 1477.
2. Department of Defense Financial Management Regulation, Volume 7, Part A, (DoDFMR, Vol. 7A). <http://www.dtic.mil/comptroller/fmr/>
3. Joint Federal Travel Regulations, (JFTR) <http://www.dtic.mil/perdiem/trvl.html>.
4. SECNAVINST 1650.1, Navy and Marine Awards Manual.
5. SECNAVINST 5300.30 Management of Human Immunodeficiency Virus-I (HIV-I) Infection in the Navy and Marine Corps.
6. MCO P1000.6, Assignment, Classification and Travel Systems Manual, (ACTS) Manual.
7. MCO P1001R.1, Marine Corps Reserve Administration Management Manual (MCRAMM).
8. MCO P1070.12, Individual Records Administration Manual, (IRAM).
9. MCO P1080.20, Marine Corps Total Force System Codes Manual, (MCTFSCODESMAN). (When codes are not listed in MCTFSCODESMAN, refer to Software Release Notices and PAA's.)
10. MCO P1100.72 MPPM Enlisted Procurement Manual
11. MCO P1100.73 MPPM Officer Procurement Manual
12. MCO P1130.57, Enlistment Bonus Program.
13. MCO P1200.7, Military Occupational Specialty Manual, (MOS) Manual.
14. MCO 1230.5, Classification Testing.
15. MCO 1300.8, Marine Corps Personnel Assignment Policy, (MCPAP).
16. MCO P1400.32, Marine Corps Promotion Manual, Volume 2, Enlisted Promotion, (MARCORPROMAN VOL. 2, ENLPROM).
17. MCO 1500.3 MCI Correspondence Courses
18. MCO 1500.51 Marine Battle Skills Training (MBST) Program
19. MCO 1500.52 Marine Combat Water Survival Training (MCWST)
20. MCO P1560.25 USMC Voluntary Education Program
21. MCO 1560.28, Veterans Educational Assistance Benefits.
22. MCO 1560R.30, Montgomery GI Bill Reserve, (MGIB-R).
23. MCO 1740.13, Establishment of Child Care Plans for Dual-Service Parents and Single Parents with Custody of their Children.
24. MCO P1741.8 Government Life Insurance Manual
25. MCO P1751.3, Basic Allowance for Housing (BAH) for Marines with Dependents.
26. MCO 3400.3 NBC Defense Training
27. MCO 3572.2 Regulations Governing Training/Evacuation with the M16AZ Service Rifle.

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28. MCO 3574.2 Marksmanship Training with Individual Small Arms.
29. MCO 4750.37 Marine Corps Travel Information Manual (MCTIM)
30. MCO P5100.19, USMC Traffic Safety Program.
31. MCO P5300.12 The Marine Corps Substance Abuse Program
32. MCO 5390.2 Leadership Training and Education
33. MCO 6100.3 Physical Fitness
34. MCO 7220.43 Financial Assistance Program (FAP)
35. MCO 11240.66 Standard Licensing Procedures for Operating Military Motor Vehicles
36. DFAS 7220.31-R, Marine Corps Total Force System Automated Pay Systems Manual, (MCTFS APSM).
37. National Five-Byte Zip Code & Post Office Directory.
38. Worldwide Geographic Location Codes Publication: <http://hydra.gsa.gov/glc/>
39. Website for Employee/Member Self Service (E/MSS): <http://www.dfas.mil/emss/>

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## Section 1: AWARDS

### 50100. INTRODUCTION

1. The categories contained in Awards are Decorations, Personal, Unit, and Service Awards. Detailed reporting information is indicated in the following paragraphs.

2. Diary input authority is indicated for HQ, Reg or Res. Type Transaction Code (TTC) statements for this section are shown below with the input authority and corrections indicator immediately following the statement.

	REPORTING AUTHORITY	DEL/ ADD	DEL/ ERR
140 000 AWD__DEV__FR__TO__ED__	HQ REG RES	N	Y
140 001 GOOD CONDUCT MEDAL__	HQ REG RES	N	N
140 002 DATE AFR MED__	HQ REG RES	N	N
140 003 DATE SMCR MED__	HQ REG RES	N	N

### 50101. AWARDS (TTC 140)

1. All awards codes are located in the current version of the IRAM (MCO P1070.12). This transaction may be reported as an event entry. The awards are displayed through CICS on the D143 or S143 remark and the Awards View (AWDS). The groups are identified as follows:

- Group 1: Personal Awards
- Group 2: Service Awards
- Group 3: Unit Awards
- Group 4: Decorations

2. Report the following for each award:

TTC 140 000                      AWD\_\_DEV\_\_FR\_\_TO\_\_ED\_\_

Type of award (2-byte A/N) (MCO P1070.12) → AWD

Type of device awarded (1-byte A/N) (MCO P1070.12) → DEV

From date (8-byte YYYYMMDD) → FR

To date (8 byte YYYYMMDD) → TO

Date awarded (8 byte YYYYMMDD) → ED

**NOTE 1:** Report each award. A "star" for an NCM or NAM is not a device. For example, NCM reported three times would equal NCM in lieu of second award.

**NOTE 2:** If the inclusive period of the award is unknown, enter the date of the award in both the FROM date and the TO date fields. Do not report a TO date future dated past the Effective Date.

3. Service Awards. Refer to MCO P1070.12 for all specific Service award requirements. The initial service award commencement date is established with the Accession.

- Good Conduct Medal (GCM). Report the **commencement** date as follows:

TTC 140 001                      GOOD CONDUCT MEDAL\_\_|

8-byte ED (YYYYMMDD) → ED

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b. Armed Forces Reserve Medal. Reserve personnel (officers and enlisted) are eligible for this award. Report the commencement date as follows:


TTC 140 002                      DATE AFR MED \_\_\_\_\_

8-byte ED (YYYYMMDD) \_\_\_\_\_ ↑

c. Selected Marine Corps Reserve Medal. This award is for eligible reserve personnel only. Report the commencement date as follows:

TTC 140 003                      DATE SMCR MED\_\_\_\_\_

8-byte ED (YYYYMMDD) \_\_\_\_\_



d. Prior to 27 April 1990, Marines were allowed one NJP during a GCM period before the GCM commencement date changed. Under the old policy, the Marine's GCM date changed with the second NJP and upon each subsequent NJP during the Good Conduct Medal period. The **new policy** was established on 27 April 1990. Refer to the IRAM for all dates concerning the GCM.

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## Section 2: RECORD OF EMERGENCY DATA

### 50200. INTRODUCTION

1. The different categories of Record of Emergency Data (RED) are those items such as RED Spouse, RED Child, RED Father, RED Mother, RED Death Gratuity, RED Guardian, etc. Detailed reporting information is indicated in the following paragraphs.

2. Diary input authority is indicated for HQ, Reg or Res. Type Transaction Code (TTC) statements for this section are shown below with the input authority and corrections indicator immediately following the statement.

	REPORTING AUTHORITY	DEL/ ADD	DEL/ ERR
343 000 RED SPOUSE_____	HQ REG RES	N	N
343 001 RED CHILD1_____	HQ REG RES	N	N
343 002 RED CHILD2_____	HQ REG RES	N	N
343 003 RED CHILD3_____	HQ REG RES	N	N
343 004 RED CHILD4_____	HQ REG RES	N	N
343 005 RED CHILD5_____	HQ REG RES	N	N
343 006 RED CHILD6_____	HQ REG RES	N	N
343 007 RED FATHER_____	HQ REG RES	N	N
343 008 RED MOTHER_____	HQ REG RES	N	N
343 009 RED DEATH GRAT1	HQ REG RES	N	N
343 010 RED DEATH GRAT2_____	HQ REG RES	N	N
343 011 RED PAY ARREARS1_____	HQ REG RES	N	N
343 012 RED PAY ARREARS2_____	HQ REG RES	N	N
343 013 RED NOT NOTIFY1_____	HQ REG RES	N	N
343 014 RED NOT NOTIFY2_____	HQ REG RES	N	N
343 015 RED GUARDIAN1_____	HQ REG RES	N	N
343 016 RED GUARDIAN2_____	HQ REG RES	N	N
343 017 RED GUARDIAN3_____	HQ REG RES	N	N
343 018 RED GUARDIAN4_____	HQ REG RES	N	N
343 019 RED GUARDIAN5_____	HQ REG RES	N	N
343 020 RED GUARDIAN6_____	HQ REG RES	N	N
343 021 RED MIA NAME_____	HQ REG RES	N	N
344 000 RED SPOUSE ADR1_____	HQ REG RES	N	N
344 001 RED SPOUSE ADR2_____	HQ REG RES	N	N
344 002 RED CHILD1 ADR1_____	HQ REG RES	N	N
344 003 RED CHILD1 ADR2 _____	HQ REG RES	N	N
344 004 RED CHILD2 ADR1_____	HQ REG RES	N	N
344 005 RED CHILD2 ADR2_____	HQ REG RES	N	N
344 006 RED CHILD3 ADR1_____	HQ REG RES	N	N
344 007 RED CHILD3 ADR2_____	HQ REG RES	N	N
344 008 RED CHILD4 ADR1_____	HQ REG RES	N	N
344 009 RED CHILD4 ADR2_____	HQ REG RES	N	N
344 010 RED CHILD5 ADR1_____	HQ REG RES	N	N
344 011 RED CHILD5 ADR2_____	HQ REG RES	N	N
344 012 RED CHILD6 ADR1_____	HQ REG RES	N	N
344 013 RED CHILD6 ADR2_____	HQ REG RES	N	N
344 014 RED FATHER ADR1_____	HQ REG RES	N	N
344 015 RED FATHER ADR2_____	HQ REG RES	N	N
344 016 RED MOTHER ADR1_____	HQ REG RES	N	N
344 017 RED MOTHER ADR2_____	HQ REG RES	N	N
344 018 RED DEATH GRAT1 ADR1_____	HQ REG RES	N	N
344 019 RED DEATH GRAT1 ADR2_____	HQ REG RES	N	N
344 020 RED DEATH GRAT2 ADR1_____	HQ REG RES	N	N
344 021 RED DEATH GRAT2 ADR2_____	HQ REG RES	N	N
344 022 RED PAY ARREARS1 ADR1_____	HQ REG RES	N	N
344 023 RED PAY ARREARS1 ADR2_____	HQ REG RES	N	N
344 024 RED PAY ARREARS2 ADR1_____	HQ REG RES	N	N
344 025 RED PAY ARREARS2 ADR2_____	HQ REG RES	N	N



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344 026	RED NOT NOTIFY1 ADR1_____	HQ REG RES	N	N
344 027	RED NOT NOTIFY1 ADR2_____	HQ REG RES	N	N
344 028	RED NOT NOTIFY2 ADR1_____	HQ REG RES	N	N
344 029	RED NOT NOTIFY2 ADR2_____	HQ REG RES	N	N
344 030	RED NOK DIR1_____	HQ REG RES	N	N
344 031	RED NOK DIR2_____	HQ REG RES	N	N
344 032	RED NOK DIR3_____	HQ REG RES	N	N
344 033	RED NOK DIR4_____	HQ REG RES	N	N
344 034	RED NOK DIR5_____	HQ REG RES	N	N
344 035	RED GUARDIAN1 ADR1_____	HQ REG RES	N	N
344 036	RED GUARDIAN1 ADR2_____	HQ REG RES	N	N
344 037	RED GUARDIAN2 ADR1_____	HQ REG RES	N	N
344 038	RED GUARDIAN2 ADR2_____	HQ REG RES	N	N
344 039	RED GUARDIAN3 ADR1_____	HQ REG RES	N	N
344 040	RED GUARDIAN3 ADR2_____	HQ REG RES	N	N
344 041	RED GUARDIAN4 ADR1_____	HQ REG RES	N	N
344 042	RED GUARDIAN4 ADR2_____	HQ REG RES	N	N
344 043	RED GUARDIAN5 ADR1_____	HQ REG RES	N	N
344 044	RED GUARDIAN5 ADR2_____	HQ REG RES	N	N
344 045	RED GUARDIAN6 ADR1_____	HQ REG RES	N	N
344 046	RED GUARDIAN6 ADR2_____	HQ REG RES	N	N
344 047	RED MIA NOTIFY DIR_____	HQ REG RES	N	N
344 048	RED MIA NOTIFY ADDL DIR_____	HQ REG RES	N	N
345 000	RED INS1_____	HQ REG RES	N	N
345 001	RED INS2_____	HQ REG RES	N	N
345 002	RED INS3_____	HQ REG RES	N	N
345 003	RED INS4_____	HQ REG RES	N	N
345 004	RED INS5_____	HQ REG RES	N	N
346 000	RED NOK1 TELE_____	HQ REG RES	N	N
346 001	RED NOK2 TELE_____	HQ REG RES	N	N
346 002	RED NOK3 TELE_____	HQ REG RES	N	N
346 003	RED GUARDIAN1 TELE_____	HQ REG RES	N	N
346 004	RED GUARDIAN2 TELE_____	HQ REG RES	N	N
346 005	RED GUARDIAN3 TELE_____	HQ REG RES	N	N
346 006	RED GUARDIAN4 TELE_____	HQ REG RES	N	N
346 007	RED GUARDIAN5 TELE_____	HQ REG RES	N	N
346 008	RED GUARDIAN6 TELE_____	HQ REG RES	N	N
346 009	MIA NOTIFY TELE FIRST_____	HQ REG RES	N	N
346 010	MIA NOTIFY TELE SECOND_____	HQ REG RES	N	N
347 000	RED SGLI PAYDESIG_____BENE_____DATE_____	HQ REG RES	N	N
348 000	RED SPOUSE REMOVE	HQ REG RES	N	N
348 001	RED SPOUSE ADR REMOVE	HQ REG RES	N	N
348 002	RED CHILD1 REMOVE	HQ REG RES	N	N
348 003	RED CHILD1 ADR REMOVE	HQ REG RES	N	N
348 004	RED CHILD2 REMOVE	HQ REG RES	N	N
348 005	RED CHILD2 ADR REMOVE	HQ REG RES	N	N
348 006	RED CHILD3 REMOVE	HQ REG RES	N	N
348 007	RED CHILD3 ADR REMOVE	HQ REG RES	N	N
348 008	RED CHILD4 REMOVE	HQ REG RES	N	N
348 009	RED CHILD4 ADR REMOVE	HQ REG RES	N	N
348 010	RED CHILD5 REMOVE	HQ REG RES	N	N
348 011	RED CHILD5 ADR REMOVE	HQ REG RES	N	N
348 012	RED CHILD6 REMOVE	HQ REG RES	N	N
348 013	RED CHILD6 ADR REMOVE	HQ REG RES	N	N
348 014	RED FATHER REMOVE	HQ REG RES	N	N
348 015	RED FATHER ADR REMOVE	HQ REG RES	N	N
348 016	RED MOTHER REMOVE	HQ REG RES	N	N
348 017	RED MOTHER ADR REMOVE	HQ REG RES	N	N
348 018	RED DEATH GRAT1 REMOVE	HQ REG RES	N	N
348 019	RED DEATH GRAT1 ADR REMOVE	HQ REG RES	N	N
348 020	RED DEATH GRAT2 REMOVE	HQ REG RES	N	N
348 021	RED DEATH GRAT2 ADR REMOVE	HQ REG RES	N	N
348 022	RED PAY ARREARS1 REMOVE	HQ REG RES	N	N

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348 023 RED PAY ARREARS1 ADR REMOVE	HQ REG RES	N	N
348 024 RED PAY ARREARS2 REMOVE	HQ REG RES	N	N
348 025 RED PAY ARREARS2 ADR REMOVE	HQ REG RES	N	N
348 026 RED NOT NOTIFY1 REMOVE	HQ REG RES	N	N
348 027 RED NOT NOTIFY1 ADR REMOVE	HQ REG RES	N	N
348 028 RED NOT NOTIFY2 REMOVE	HQ REG RES	N	N
348 029 RED NOT NOTIFY2 ADR REMOVE	HQ REG RES	N	N
348 030 RED INS1 REMOVE	HQ REG RES	N	N
348 031 RED INS2 REMOVE	HQ REG RES	N	N
348 032 RED INS3 REMOVE	HQ REG RES	N	N
348 033 RED INS4 REMOVE	HQ REG RES	N	N
348 034 RED INS5 REMOVE	HQ REG RES	N	N
348 035 RED NOK1 TELE REMOVE	HQ REG RES	N	N
348 036 RED NOK1 DIR REMOVE	HQ REG RES	N	N
348 037 RED NOK2 TELE REMOVE	HQ REG RES	N	N
348 038 RED NOK3 TELE REMOVE	HQ REG RES	N	N
348 039 RED GUARDIAN1 REMOVE	HQ REG RES	N	N
348 040 RED GUARDIAN1 ADR REMOVE	HQ REG RES	N	N
348 041 RED GUARDIAN1 TELE REMOVE	HQ REG RES	N	N
348 042 RED GUARDIAN2 REMOVE	HQ REG RES	N	N
348 043 RED GUARDIAN2 ADR REMOVE	HQ REG RES	N	N
348 044 RED GUARDIAN2 TELE REMOVE	HQ REG RES	N	N
348 045 RED GUARDIAN3 REMOVE	HQ REG RES	N	N
348 046 RED GUARDIAN3 ADR REMOVE	HQ REG RES	N	N
348 047 RED GUARDIAN3 TELE REMOVE	HQ REG RES	N	N
348 048 RED GUARDIAN4 REMOVE	HQ REG RES	N	N
348 049 RED GUARDIAN4 ADR REMOVE	HQ REG RES	N	N
348 050 RED GUARDIAN4 TELE REMOVE	HQ REG RES	N	N
348 051 RED GUARDIAN5 REMOVE	HQ REG RES	N	N
348 052 RED GUARDIAN5 ADR REMOVE	HQ REG RES	N	N
348 053 RED GUARDIAN5 TELE REMOVE	HQ REG RES	N	N
348 054 RED GUARDIAN6 REMOVE	HQ REG RES	N	N
348 055 RED GUARDIAN6 ADR REMOVE	HQ REG RES	N	N
348 056 RED GUARDIAN6 TELE REMOVE	HQ REG RES	N	N
348 057 MIA NOTIFY NAME REMOVE	HQ REG RES	N	N
348 058 MIA NOTIFY ADDR DIRECTION REMOVE	HQ REG RES	N	N
348 059 MIA NOTIFY TELE FIRST REMOVE	HQ REG RES	N	N
348 060 MIA NOTIFY TELE SECOND REMOVE	HQ REG RES	N	N

## 50201. RECORD OF EMERGENCY DATA (RED) (TTC 343/344/345/346/347/348)

1. The RED is maintained in MCTFS for all Active, Reserve, and Retired members. Commanders are responsible for maintaining the RED. The RED is a current official and legally binding record of relatives, beneficiaries and emergency information on each Marine to be used to make casualty notification and to adjudicate claims for various death benefits. Refer to MCO 1070.12 for specific guidance and TABLE 5-1 for sample of computer-generated RED. The RED provides:

a. A current record of the names, addresses, telephone numbers and directions to the residence of persons to be notified in case of an emergency.

b. A current record of persons related to the Marine who may be entitled to death benefits as prescribed by law (SGLV, disposition of remains, shipment of personal effects, etc.). This includes the current spouse, all children (regardless of age, or dependency), parents (natural, adopted, step, etc.), guardians of minor children, persons acting in loco parentis to the Marine, and others as designated.

c. Specific beneficiary (ies) designated to receive death gratuity in the event the Marine is not survived by a lawful spouse or child.

d. Specific beneficiary (ies) designated to receive unpaid pay and allowances, any amounts due for unused leave, or any other monies due from the Department of the Navy, which are unpaid at the time of the Marine's death.

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e. Specific beneficiary (ies) designated to receive Servicemember's Group Life Insurance (Veteran's) (SGLV) and the method of payment.

f. Names of insurance companies to be notified in the event of the Marine's death. The CMC (MR) will notify companies listed.

g. A current record of persons not to be notified due to ill health in the event a Marine enters a casualty status.

2. Audit the RED on the following occasions:

a. During the joining process at a unit

b. Triennially, at least once every three years.

c. No earlier than 30 days prior and within 30 days following return from an active component deployment and no earlier than 60 days prior to an ADT commencement.

d. When the Marine requests changes to the RED.

e. Upon transfer or detachment for TAD in excess of 30 days.

f. Upon retirement, transfer to the FMCR, or separation from the Marine Corps or Marine Corps Reserve. The RED address and current address, as applicable, is entered on the DD Form 214 prior to issuance to separating the Marine by the issuing command.

3. Units will print individual REDs by using the TRED or RPTS option within MCTFS CICS. REDs requested for every Marine in the unit may be printed through the RPTS option within CICS.

4. RED certification procedures. When the RED is received and has been audited, the Marine will sign the member certification block in ink as follows: First name, middle initial, and last name. The person assigned responsibility for interviewing the Marine will witness the signature and sign the witness certification block in ink as follows: First name, middle initial, last name, and grade. All interviews and witnessing signatures will be accomplished by a LCpl/GS-4 or above who will also complete the date certified block. The new RED will be filed in the Service Record on the bottom of the document side, in place of the previous RED. **For Casualty reporting situations, the "signed" copy of the RED will be used to substantiate payment of Death Gratuity and Pay Arrears only. The on-line version of the RED will be used to verify the existence of the most up to date addresses and Next-of-Kin contact information only.**

5. RED correction procedures. To correct erroneous information contained in the RED, the Marine will draw a single line through each item of information to be corrected, hand write the correct information, and then sign and date each correction as follows: first name, middle initial, and last name. Report only the corrected information with the appropriate statement. Record the UD number in the space labeled "RPT ON UNIT DIARY NUMBER" on the RED for any corrections made to the RED. Maintain the annotated RED in the Service Record until receipt of the updated RED. RED information submitted on the UD will overwrite the old information. **Marine On Line (MOL) self-certified reporting by individual Marines is available. Data Elements that the Marine cannot enter will be the Name of Spouse, Child, Death Gratuity Information, and Pay Arrears Information.**

6. The following standard rules apply to all RED entries:

a. All names will be reported showing first name, middle initial, and last name. Name fields will consist of a maximum of 35 alpha-characters. If the child's last name is the same as the Marine's, it is not necessary to report the last name.

b. All addresses will consist of two lines with a **maximum of 35 alphanumeric characters** for each line. The first line will be used for the street address, and the second line will be used for the city, state, and ZIP code. **ZIP CODE MUST BE USED.**

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c. The following logic applies to individual addresses:

(1) If the current address was previously reported for an individual listed on the RED, it is not necessary to report it again.

(2) If the children reside with their mother listed as the spouse, it is not necessary to report their address.

(3) If the Marine's mother resides with the Marine's father, it is not necessary to report her address.

7. To report RED information, report the following:

a. Spouse's Name and Address

TTC 343 000 RED SPOUSE\_\_\_\_\_|

Name of spouse\_\_\_\_\_↑  
If single, divorced, or widowed state accordingly

TTC 344 000 RED SPOUSE ADR1\_\_\_\_\_|

Current street address of spouse\_\_\_\_\_↑  
(PO Box or Rural Route address requires NOK directions)

TTC 344 001 RED SPOUSE ADR2\_\_\_\_\_|

Current city, state, and ZIP code of spouse\_\_\_\_\_↑

b. Children's Names, Addresses, and Dates of Birth (provide names of all children regardless of dependency status or age). A maximum of six children may be entered. For those Marines having seven or more children, enter CONTD after the sixth child's DOB on the paper copy of the RED; and on the reverse (head-to-foot) of the automated RED, type the child(ren)'s information as follows: RED CHILD7\_\_\_\_|RED CHILD7 ADR1\_\_\_\_\_|RED CHILD7 ADR2\_\_\_\_\_|, RED CHILD8\_\_\_\_| etc.

TTC 343 001 RED CHILD1\_\_\_\_\_|

8-byte DOB of first child in parentheses. If no children, enter 'NONE'\_\_\_\_\_↑

TTC 344 002 RED CHILD1 ADR1\_\_\_\_\_|

Current street address of first child if different than spouse's address\_\_\_\_\_↑

TTC 344 003 RED CHILD1 ADR2 \_\_\_\_\_|

Current city, state, and ZIP code of first child if different than spouse's address\_\_\_\_\_↑

TTC 343 002 RED CHILD2\_\_\_\_\_|

TTC 344 004 RED CHILD2 ADR1\_\_\_\_\_|

TTC 344 005 RED CHILD2 ADR2\_\_\_\_\_|

TTC 343 003 RED CHILD3\_\_\_\_\_|

TTC 344 006 RED CHILD3 ADR1\_\_\_\_\_|

TTC 344 007 RED CHILD3 ADR2\_\_\_\_\_|

TTC 343 004 RED CHILD4\_\_\_\_\_|

TTC 344 008 RED CHILD4 ADR1\_\_\_\_\_|

TTC 344 009 RED CHILD4 ADR2\_\_\_\_\_|

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TTC 343 005	RED CHILD5_____
TTC 344 010	RED CHILD5 ADR1_____
TTC 344 011	RED CHILD5 ADR2_____
TTC 343 006	RED CHILD6_____
TTC 344 012	RED CHILD6 ADR1_____
TTC 344 013	RED CHILD6 ADR2_____

c. Guardian's Names, Addresses, Telephone Number and Relationship. These data fields are required entries if the Marine has a child/children and is a single parent with custody of the child/children or the Marine's spouse is a member of the U.S. Armed Forces, regardless of component. The guardian should be the same as listed on the Marine's Special Power of Attorney. Refer to MCO 1740.13 for information on the establishment of Child Care Plans.

TTC 343 015                      RED GUARDIAN1\_\_\_\_\_

Name of first guardian and  
relationship to child in parentheses      ↑  
(Relationship codes in MCO P1080.20)

TTC 344 035                      RED GUARDIAN1 ADR1\_\_\_\_\_

Current street address of first guardian      ↑

TTC 344 036                      RED GUARDIAN1 ADR2\_\_\_\_\_

Current city, state, and ZIP  
code of first guardian      ↑

TTC 346 003                      RED GUARDIAN1 TELE\_\_\_\_\_

Current area code and telephone number of  
the first guardian and relationship  
abbreviation      ↑      ↑      ↑  
(from MCO P1080.20)

343 016 RED GUARDIAN2_____	343 017 RED GUARDIAN3_____
344 037 RED GUARDIAN2 ADR1_____	344 039 RED GUARDIAN3 ADR1_____
344 038 RED GUARDIAN2 ADR2_____	344 040 RED GUARDIAN3 ADR2_____
346 004 RED GUARDIAN2 TELE_ _ _	346 005 RED GUARDIAN3 TELE_ _ _
343 018 RED GUARDIAN4_____	343 019 RED GUARDIAN5_____
344 041 RED GUARDIAN4 ADR1_____	344 043 RED GUARDIAN5 ADR1_____
344 042 RED GUARDIAN4 ADR2_____	344 044 RED GUARDIAN5 ADR2_____
346 006 RED GUARDIAN4 TELE_ _ _	
346 007 RED GUARDIAN5 TELE_ _ _	
343 020 RED GUARDIAN6_____	
344 045 RED GUARDIAN6 ADR1_____	
344 046 RED GUARDIAN6 ADR2_____	
346 008 RED GUARDIAN6 TELE_ _ _	

**NOTE:** Up to six guardians may be entered. For those Marines having seven or more children enter CONTD after the sixth child's guardian; and on the reverse (head to foot) of the automated RED, type the guardians' information in the format shown: RED GUARDIAN7\_\_\_\_\_ | RED GUARDIAN 7 TELE\_ \_ \_ | RED GUARDIAN7 ADR1\_\_\_\_\_ | RED GUARDIAN7 ADR2\_\_\_\_\_ |

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## d. Father's Name and Address

TTC 343 007 RED FATHER\_\_\_\_\_

Name of father. If deceased, enter name, followed by (D). If other than natural father, indicate after name the relationship in parenthesis  
(from MCO P1080.20)

TTC 344 014 RED FATHER ADR1\_\_\_\_\_

Current street address of father

TTC 344 015 RED FATHER ADR2\_\_\_\_\_

Current city, state, and ZIP code of father

## e. Mother's Name and Address.

TTC 343 008 RED MOTHER\_\_\_\_\_

Name of mother. If deceased, enter name followed by (D). If other than natural mother is listed, indicate after name the relationship in parenthesis  
from MCO P1080.20

TTC 344 016 RED MOTHER ADR1\_\_\_\_\_

Current street address of mother  
if different than father's address

TTC 344 017 RED MOTHER ADR2\_\_\_\_\_

Current city, state, and ZIP code of mother if different than father's address

f. Specific Death Gratuity Beneficiary(ies). Title 10 U.S.C. 1477 provides that the death gratuity payment must be made to the lawful spouse or children; therefore, they cannot be designated in this block. Enter name and address of persons designated to receive death gratuity in the event there is no spouse or children. Name only father / mother (including persons who have stood in loco-parentis for 1 year or more), brother(s) / sister(s) (including those of half blood). If the person(s) named is/are under 21 years of age, indicate after relationship (under 21). No other persons are eligible to be named as death gratuity beneficiaries.

TTC 343 009 RED DEATH GRAT1\_\_\_\_\_

Name of person designated to receive death gratuity. Indicate after name the relationship in parenthesis. If more than one person is named to receive death gratuity enter percent of payment in parenthesis after relationship; for example, (50 PCT). When it has been determined there are no eligible survivors other than spouse or children, enter:  
"NONE, NO ELIGIBLE RECIP" in parentheses

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TTC 344 018            RED DEATH GRAT1 ADR1\_\_\_\_\_|

Current street address of person  
designated to receive death gratuity if  
not previously reported\_\_\_\_\_

TTC 344 019            RED DEATH GRAT1 ADR2\_\_\_\_\_|

Current city, state, and ZIP code  
of person designated to receive death  
gratuity if not previously reported\_\_\_\_\_

TTC 343 010            RED DEATH GRAT2\_\_\_\_\_|

Name of person designated to receive death  
gratuity. Indicate after name the relationship  
in parentheses. If more than one person is  
named to receive death gratuity enter percent  
of payment in parentheses after relationship;  
for example, (50 PCT). When it has been  
determined there are no eligible survivors  
other than spouse or children, enter:  
"NONE, NO ELIGIBLE RECIP" in parentheses

TTC 344 020            RED DEATH GRAT2 ADR1\_\_\_\_\_|

Current street address of person  
designated to receive death gratuity if  
not previously reported\_\_\_\_\_

TTC 344 021            RED DEATH GRAT2 ADR2\_\_\_\_\_|

Current city, state, and ZIP code  
of person designated to receive death  
gratuity if not previously reported \_\_\_\_\_

**NOTE:** A maximum of two death gratuity beneficiaries may be entered into the MCTFS. If more than two beneficiaries are desired, enter CONTD after the second beneficiary's entry; and on the reverse (head-to-foot) of the automated RED, type the beneficiary(ies) information as follows: RED DEATH GRAT3\_\_\_\_|RED DEATH GRAT3 ADR1\_\_\_\_|RED DEATH GRAT3 ADR2\_\_\_\_|. Indicate after name, relationship in parentheses and percentage as shown at RED DEATH GRAT1\_\_\_\_|.

g. Specific Arrears of Pay Beneficiary(ies). Any person(s) (not limited to relatives) named in this block will receive all unpaid pay and allowances, any amounts due for unused leave, and any other monies due. All Marines will be advised to give careful consideration in naming a beneficiary(ies) to receive these funds since a substantial sum may accumulate in the event the Marine enters a missing status for a period of time prior to an official determination of death. If the person(s) named is/are under 21 years of age, indicate after relationship (under 21).

TTC 343 011            RED PAY ARREARS1\_\_\_\_\_|

Name of person  
Indicate after name the relationship  
in parentheses. If more than one person is  
designated, enter percent of payment after  
relationship in parentheses for example, (50 PCT) \_\_\_\_\_

TTC 344 022            RED PAY ARREARS1 ADR1\_\_\_\_\_|

Current street address of person designated to  
receive arrears of pay if not previously reported \_\_\_\_\_

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TTC 344 023 RED PAY ARREARS1 ADR2\_\_\_\_\_ |

Current city, state, and ZIP code of person  
designated to receive arrears of pay if not  
previously reported \_\_\_\_\_

TTC 343 012 RED PAY ARREARS2\_\_\_\_\_ |

Name of person  
Indicate after name the relationship  
in parentheses. If more than one person is  
designated, enter percent of payment after  
relationship in parentheses for example, (50 PCT) \_\_\_\_\_

TTC 344 024 RED PAY ARREARS2 ADR1\_\_\_\_\_ |

Current street address of person designated to  
receive arrears of pay if not previously reported \_\_\_\_\_

TTC 344 025 RED PAY ARREARS2 ADR2\_\_\_\_\_ |

Current city, state, and ZIP code of person  
designated to receive arrears of pay if not  
previously reported \_\_\_\_\_

**NOTE:** A maximum of two pay arrears beneficiaries may be entered into the MCTFS. If more than two beneficiaries are desired, enter CONTD after the second beneficiary's entry; and on the reverse (head-to-foot) of the automated RED, type the beneficiary(ies) information as follows: RED PAY ARREARS3\_\_\_\_|RED PAY ARREARS3 ADR1\_\_\_\_| RED PAY ARREARS3 ADR2\_\_\_\_|. Indicate after name, relationship in parentheses and percentage.

h. Person(s) in the Marine's immediate family who, due to ill health or other reasons, **not to be notified** in case of an emergency or in the event the Marine enters a casualty status.

TTC 343 013 RED NOT NOTIFY1\_\_\_\_\_ |

Name of person  
Indicate after name the relationship in  
parentheses. If none, enter "NONE" \_\_\_\_\_

TTC 344 026 RED NOT NOTIFY1 ADR1\_\_\_\_\_ |

Current street address of person not to be  
notified if not previously reported \_\_\_\_\_

TTC 344 027 RED NOT NOTIFY1 ADR2\_\_\_\_\_ |

Current city, state, and ZIP code of person  
not to be notified if not previously reported \_\_\_\_\_

TTC 343 014 RED NOT NOTIFY2\_\_\_\_\_ |

Name of person  
Indicate after name the relationship in  
parentheses. If none, enter "NONE" \_\_\_\_\_

TTC 344 028 RED NOT NOTIFY2 ADR1\_\_\_\_\_ |

Current street address of person not to be  
notified if not previously reported \_\_\_\_\_



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TTC 344 029                      RED NOT NOTIFY2 ADR2\_\_\_\_\_ |

Current city, state, and ZIP code of person  
not to be notified if not previously reported \_\_\_\_\_ ↑

**NOTE:** A maximum of two persons **not** to be notified may be entered into the MCTFS. If more than two persons should not be notified, enter CONTD after the second person's entry; and on the reverse (head-to-foot) of the automated RED, type the person(s) information as follows: RED NOT NOTIFY3\_\_\_\_|RED NOT NOTIFY3 ADR1\_\_\_\_| RED NOT NOTIFY3 ADR2\_\_\_\_|. Indicate after name, relationship as in RED NOT NOTIFY1|.

i. Insurance Policy (ies). The name (address not required) of commercial insurance companies including policy number with which the Marine carries insurance. In the event of death of the Marine, the CMC (MHP-10) will make notification in order to expedite action for beneficiary (ies).

TTC 345 000                      RED INS1\_\_\_\_\_ |

Name of insurance company  
followed by the policy number \_\_\_\_\_ ↑

TTC 345 001                      RED INS2\_\_\_\_\_ |

TTC 345 002                      RED INS3\_\_\_\_\_ |

TTC 345 003                      RED INS4\_\_\_\_\_ |

TTC 345 004                      RED INS5\_\_\_\_\_ |

**NOTE:** The combined total of alphanumeric characters to report the name of the insurance company and the policy number cannot exceed 25. A maximum of five insurance policies may be entered. If more than five policies are to be listed, enter CONTD after the fifth insurance company policy number; and on the reverse (head-to-foot) of the automated RED, type the insurance company and policy number information in the same format; for example, RED INS6\_\_\_\_|.

j. Next of Kin Telephone Number. This is the area code, telephone number, and relationship abbreviation where the next of kin may be contacted. This telephone number will be used exclusively to indicate the next of kin telephone number and relationship.

TTC 346 000                      RED NOK1 TELE\_\_\_\_\_ |

Area code and telephone number  
of the NOK and relationship abbreviation  
(from MCO P1080.20) \_\_\_\_\_ ↑  
EXAMPLE, 703 555 2222 W

TTC 346 001                      RED NOK2 TELE\_\_\_\_\_ |

TTC 346 002                      RED NOK3 TELE\_\_\_\_\_ |

**NOTE:** The relationship abbreviation 'OT' (other) used in conjunction with PNOK telephone number must indicate a number where immediate contact can be made with the PNOK; for example, 'N' Neighbor, 'L' Landlord, 'A' Aunt.

k. Next of Kin's Directions. Directions to locate the next of kin whose address is shown as a P.O. Box, Rural Route, or an address which is considered difficult to locate will be entered on five lines or less with a maximum of 35 alphanumeric characters for each line.

TTC 344 030                      RED NOK DIR1\_\_\_\_\_ |

limited to 35-bytes \_\_\_\_\_ ↑

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TTC 344 031 RED NOK DIR2\_\_\_\_\_|

TTC 344 032 RED NOK DIR3\_\_\_\_\_|

TTC 344 033 RED NOK DIR4\_\_\_\_\_|

TTC 344 034 RED NOK DIR5\_\_\_\_\_|

8. Missing in Action (MIA) Information. The name, relationship, address, phone number and directions to the residence of someone designated, by the Marine, as an 'interested party' in case the Marine is ever declared MIA. The Marine may decline to designate an "interested party".

a. To identify the name of the person to contact in case the initial RED next of kin cannot be notified, report as follows:

TTC 343 021 \_\_\_\_\_RED MIA NAME\_\_\_\_\_|

8-byte DOA (YYYYMMDD) \_\_\_\_\_

35-byte contact name \_\_\_\_\_

b. To report directions to locate the person to contact in the RED MIA NAME, report as follows:

TTC 344 047 RED MIA NOTIFY DIR\_\_\_\_\_|

35-bytes Notification directions \_\_\_\_\_

(4 occurrences)

c. Additional directions (if needed) to contact the person who has their name entered via the RED MIA NAME, report as follows:

TTC 344 048 RED MIA NOTIFY ADDL DIR\_\_\_\_\_|

35-byte additional  
notification directions  
(1 occurrence)\_\_\_\_\_

d. To report telephone number to be utilized if no one can be reached at the initial next of kin telephone listings, report as follows:

TTC 346 009 MIA NOTIFY TELE FIRST\_\_\_\_\_|

3-byte area code \_\_\_\_\_

7-byte telephone number \_\_\_\_\_

2-byte relationship code \_\_\_\_\_  
(from MCO P1080.20)

e. To report the additional telephone number to be utilized if no one can be reached at the initial next of kin telephone listings, report as follows:

TTC 346 010 MIA NOTIFY TELE SECOND\_\_\_\_\_|

3-byte area code \_\_\_\_\_

7-byte telephone number \_\_\_\_\_

2-byte relationship code \_\_\_\_\_

9. SGLI Data. If the Marine elects a change in coverage, ensure the SGLI election is made on VA Form 29-8286 and reported per Chapter 8, Section 7 (SERVICEMAN'S GROUP LIFE INSURANCE), report as follows:

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TTC 347 000                      RED SGLI PAYDESIG\_\_\_\_\_BENE\_\_\_\_\_DATE\_\_\_\_\_|

2-byte payment designator shown below                      ↑

1-byte beneficiary code shown below                      ↑

8-byte ED (YYYYMMDD) latest VA Form 29-8286 was signed                      ↑

## SGLI PAY DESIGNATION CODE

## BENEFICIARY(IES) CODE

CODE      DESCRIPTION

CODE      DESCRIPTION

00      No payment election

B      Father to receive

11      Lump Sum

C      Mother to receive

22      36 Equal monthly payments

D      Mother and Father 50% each

E      Child/Children

F      Other

S      Spouse

10. To delete information contained in the RED, report the applicable TTC. For **EXAMPLE:** If the Marine has three children and you want to delete number one, report RED CHILD1 REMOVE. This will delete the name and address for child one. Child two and three will not be affected by this deletion and will remain as two and three. To delete an address, report the address data element that you want to delete without the '1' or '2' followed by the word "REMOVE." This will remove the complete address but will not affect the name reported.

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TJEPTRED \*\*\*\*\*MCTFS RECORD OF EMERGENCY DATA\*\*\*\*\* 03/19/1999  
TJ011 ENTER NEXT SSN: \_\_\_\_\_ ENTER CATG: \_\_\_\_\_ SEQ NBR: \_\_\_\_\_ 11:21:55  
SSN: XXXXXXXXXX NAME: XXXXXXXXXX, XXXXXX X PAGE: 01  
RUC: XXXXX COMPANY CODE: PRES-GRADE: XX RECSTAT: COMP CODE:  
PLT CODE: XXXX TRNGRP: X R-RECSTAT: X RCOMP CODE: XX

SPOUSE NAME/ADDRESS  
**KIM H HUNTER** RT 1, BOX 287  
W COLE VA 29169

CHILD NR/NAME/DOB/ADDRESS  
1 **AL HUNTER** (910402) (ADDRESS SAME AS SPOUSE)  
2 **WAYNE ROSEBERRY** (900111)

GUARDIAN NR/NAME/PHONE/RELATION/ADDRESS  
1 NONE

FATHER/MOTHER NAME/ADDRESS  
1 **GLEN SEERING** 111 LEATHERNECK LANE  
**LETHA SEERING** LENEXA, KS 66215  
DECEASED DEATH GRATUITY BENEFICIARY(IES) NR/NAME/RELATION/PCT/ADDRESS  
1 **GLEN SEERING** (F) SAME AS ABOVE  
DEATH GRATUITY 2 NOT GIVEN

PAY ARREARS BENEFICIARY(IES) NR/NAME/RELATION/PCT/ADDRESS/ADDRESS  
1 **KIM HUNTER** SAME AS ABOVE  
PAY ARREARS 2 NOT GIVEN

DO NOT NOTIFY DUE TO ILL HEALTH NR/NAME/RELATION/ADDRESS  
1 NONE  
NOT NOTIFY 2 NOT GIVEN

INSURANCE COMPANY(IES) NR/NAME/POLICY NUMBER  
1 NONE

NEXT OF KIN/TELEPHONE NUMBER/RELATIONSHIP  
1 703-555 2121 / W

PRIMARY NEXT OF KIN DIRECTIONS  
I-20 TO RD 34. R ON 34 THEN L ON MARCELLUS RD. THEN R ON FELIX RD. THEN L ON ANNIE  
HALLMAN RD. ST MOBILE HOME ON RT.

MIA ADDRESS/DIRECTIONS  
SEE NOK INFORMATION

SGLI INFORMATION ELECTION ELECTS \$250,000.00 COVERAGE  
BENEFICIARY SPOUSE  
PAY DESIGNATION LUMP SUM  
DATE 20011001  
SGLI SPOUSE ELECTION ELECTS \$100,000.00 COVERAGE

MEMBER CERTIFICATION..... RPTD ON UD NUMBER.....

WITNESS CERTIFICATION.....DATE CERTIFIED.....

Figure 5-1—RECORD OF EMERGENCY DATA

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## Section 3: ADDRESS

### 50300. INTRODUCTION

1. The different categories of Address are those items such as Place of Birth, Home of Record, Address Status and Mailing Condition, etc. Detailed reporting information is indicated in the following paragraphs.

2. Diary input authority is indicated for HQ, Reg or Res. Type Transaction Code (TTC) statements for this section are shown below with the input authority and corrections indicator immediately following the statement.

	REPORTING AUTHORITY	DEL/ ADD	DEL/ ERR
042 001 PLACE OF BIRTH COUNTY____STATE____	HQ REG RES	N	N
174 000 HOME REC_____	HQ RES	N	N
174 001 HOME REC_____	HQ REG	N	N
425 000 ADDR_____	HQ REG	N	N
499 025 HOME ADDRESS____/____/____/____/____/_____	HQ REG RES	N	N
499 026 HOME ADDRESS____/ 2 ____/____/____/____/_____	HQ REG RES	N	N
499 031 ADDR STAT____MAIL COND_____	HQ REG RES	N	N
499 032 ADDR VAL_____	HQ REG RES	N	N
780 000 CHECK ADDR RTN ____ ACCT NO ____ TYPE ACCT ____	HQ RES	N	N

### 50301. PLACE OF BIRTH (POB) (TTC 042)

1. Report as follows:

TTC 042 001                      PLACE OF BIRTH COUNTY\_\_\_\_STATE\_\_\_\_|

3-byte numeric county code  
[\(http://hydra.gsa.gov/\)](http://hydra.gsa.gov/)  
 If unknown or foreign country, use zeroes

2-byte numeric state  
 (or the foreign country alpha code)  
[\(http://hydra.gsa.gov/\)](http://hydra.gsa.gov/)

2. When reporting a request for clearance, the POB must be reported when the INITIAL SECURITY ACTION is requested, if the POB data is not on the CMF. **If POB is resident on the CMF do not re-report or the transaction will fail.** POB should be action dated 1 day prior to the request for initial security action when reported on the same UD.

### 50302. HOME OF RECORD (HOR) (TTC 174)

1. The HOR is the claimed legal residence at the time the Marine is commissioned, reinstated, appointed, enlisted, reenlisted (after a 24 hour break in service), or inducted into the Marine Corps. There are times when a Marine may change HOR (see JFTR). Such change is only authorized when the Marine's actual residence has changed; it will not be changed merely for personal convenience. Approval by CMC (MMSB-10) is required before correcting an erroneous HOR on the enlistment contract, record of induction or Appointment Acceptance and Record. Report as follows:

TTC 174 000                      HOME REC\_\_\_\_\_| (Reserve)

3-byte county code (or  
 foreign country numeric code)  
 (MCO P1080.20)  
 If unknown or foreign country, use '0's

2-byte numeric state  
 (or foreign country alpha code)  
[\(http://hydra.gsa.gov/glc/\)](http://hydra.gsa.gov/glc/)

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TTC 174 001                      HOME REC \_\_\_\_\_ | (Active Duty)

3-byte numeric county code \_\_\_\_\_ ↑  
 (MCO P1080.20)  
 If unknown or foreign country, use '0's  
 2-byte numeric state \_\_\_\_\_ ↑  
 (or foreign country alpha code)  
 (website)  
 4-byte city code (website) \_\_\_\_\_ ↑

2. To report a location outside the 50 States the UD statement must report the location as a nine-character code constructed as follows: **first three bytes**, always represent the numeric country code followed by a two-byte alpha geographical code, and the last four characters represent the numeric city code as contained in the applicable reference.

3. When the HOR location is unknown, the unknown portion of the nine-character code will be zeros. For example, if the State is known, but the county is not, the first three characters of the code representing the county would be shown as zeros (000) followed by a two-character state code, and trailed by the four-byte city code or zeros if the city is unknown.

## 50303. UNIT PERMANENT CHANGE OF ADDRESS (TTC 425)

This entry is only entered when a unit changes permanent locations, which is very seldom. The MISSO sends the entry to MI and Table 01 is then updated. Change of location of a reporting unit with an Event Entry on the date of change. Change of location will be reported only if the unit's location will change for a period of 31 days or longer. Report as follows:

TTC 425 000 ADDR \_\_\_\_\_ | HIST: \_\_\_\_\_

Complete mailing address \_\_\_\_\_ ↑  
 Unit title, telephone number and  
 Details for historical purposes  
 To include the authority \_\_\_\_\_ ↑

## 50304. HOME ADDRESS (TTC 499 025/026)

1. A permanent mailing address is required for each member of the Active/Reserve establishment. Report the home address for new members upon initial join to any Active/Reserve Component and for subsequent address changes. **Ensure the home address is reported with an action date whenever a Marine departs on terminal leave, for retirement or separation or when a Marine is sent home awaiting results of a PEB.** This entry is necessary for DFAS Cleveland to effect a retired Marine's pay. Report as follows:

a. When home address is within the U.S. (to include APO/FPO).

TTC 499 025                      \_\_\_\_\_ HOME ADDRESS \_\_\_\_\_ / \_\_\_\_\_ / \_\_\_\_\_ / \_\_\_\_\_ / \_\_\_\_\_ / \_\_\_\_\_ |

8-byte DOA (YYYYMMDD) \_\_\_\_\_ ↑  
 (required)  
 1-byte Address Validation Flag  
 (Shown below with TTC 499 032) \_\_\_\_\_ ↑  
 1-byte Numeric Special Mailing  
 Condition Codes shown below \_\_\_\_\_ ↑  
 40-byte (maximum) Street number and name \_\_\_\_\_ ↑  
 20-byte (maximum) City \_\_\_\_\_ ↑  
 19-byte (maximum) State or Country \_\_\_\_\_ ↑  
 ZIP Code \_\_\_\_\_ ↑

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## SPECIAL MAILING CONDITION CODES:

CODE	DESCRIPTION	CODE	DESCRIPTION
0	No special condition	4	Being processed due to criminal status
1	VIP special handling	5	Territories
2	Foreign address (does not include APO/FPO)	6	APO/FPO addresses
3	Deceased, pending final action	7	CMC (MMSR) USE ONLY

- b. When home address is in an overseas area (does not include APO/FPO).

TTC 499 026      HOME ADDRESS \_\_\_\_ / 2 \_\_\_\_ / \_\_\_\_ / \_\_\_\_ / \_\_\_\_ / \_\_\_\_ |

8-byte DOA (YYYYMMDD) (required) \_\_\_\_\_ ↑

1-byte Address Validation Flag \_\_\_\_\_ ↑

A '2' will always be used for special mailing condition \_\_\_\_\_ ↑

40-byte (maximum) Street number and name \_\_\_\_\_ ↑

20-byte (maximum) City \_\_\_\_\_ ↑

19-byte (maximum) State or Country \_\_\_\_\_ ↑

ZIP Code \_\_\_\_\_ ↑

**NOTE:** These statements are not optional and will be reported on all Marines. The action date is the date of validation of the address (i.e., via audit, notification in person, contact with a recruiter, postmark on a change of address card, etc.)

2. For foreign address, omit last comma/ZIP Code. Refer to <http://hydra.gsa.gov/glc/> for Geographical Location state codes. For territories use the following: American Samoa 'AS', GUAM 'GU', PUERTO RICO 'RQ', Trust Territories of the Pacific Islands 'TT', Virginia Islands 'VI', and Northern Mariana Island 'GM', otherwise spell out the territory name (up to 19-bytes maximum). Commas are not counted for the maximum number of characters that may be reported; however, blank spaces are counted.

TTC 499 032      ADDR VAL \_\_\_\_\_ |

1-byte code from below \_\_\_\_\_ ↑

## ADDRESS VALIDATION FLAGS:

CODE	DESCRIPTION	CODE	DESCRIPTION
C	Correspondence	S	Screening questionnaire
I	IRS	T	Telephone call
R	Record Book	Z	ZIP Code update

3. Marines have the option of using the Employee/Member Self Service (E/MSS) <http://www.dfas.mil/emss/>. Marines can change their home address via the Internet or an Interactive Voice Response System (IVRS). Once the Marine has successfully updated their home address, MCTFS will provide an advisory message to notify the reporting command: "MCTFS RECORD UPDATED BY INDIVIDUAL MARINE USING E/MSS".

4. Ensure the accuracy of the ZIP Code when reporting. Correct ZIP codes are a key element in the manpower mobilization process. When a ZIP code is not found in the MCTFS tables the

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transaction will fail with an error code. When transactions fail and the ZIP code has been determined to be correct, take the following action:

a. Submit a request for a ZIP code update to your local MISSO with the following information:

- (1) Name.
- (2) SSN.
- (3) Address to include ZIP Code.
- (4) RUC.
- (5) The closest I-I to the Marine's home address (may not always be the unit to which assigned.)
- (6) The closest aviation unit to the Marine's home address (may not always be the unit to which assigned.)
- (7) Point of contact.

b. Upon notification from your local MISSO that the ZIP code has been added with an address status code of '1' (good address). Report as follows:

TTC 499 031      \_\_\_\_\_ ADDR STAT \_\_\_\_\_ MAIL COND \_\_\_\_\_ |  
 8-byte DOA (YYYYMMDD) \_\_\_\_\_ ↑      ↑      ↑  
 Address Status (shown below) \_\_\_\_\_  
 Special Mailing Condition Code \_\_\_\_\_  
 (See above)

## ADDRESS STATUS CODES:

CODE	DESCRIPTION
0	Address not required
1	Good address
2	Questionable address being researched
3	Bad address on record

## 50305. DRAS CHECK MAILING ADDRESS (TTC 780)

When a retired Marine changes his/her bank account, RUC's 548XX, 88870, 88871 or 88872 may update the 937 remark by reporting the following:

TTC 780 000 CHECK ADDR RTN \_\_\_\_ ACCT NO \_\_\_\_ TYPE ACCT \_\_\_\_ |  
 9-byte routing number \_\_\_\_\_ ↑      ↑      ↑  
 17-byte account number \_\_\_\_\_  
 1-byte Category Code  
 ('C' or 'S' only) \_\_\_\_\_



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## Section 4: LOCATION

### 50400. INTRODUCTION

1. The different categories of location are those items such as Individual Location, Geographical Location Code, etc. Detailed reporting information is indicated in the following paragraphs.

2. Diary input authority is indicated for HQ, Reg or Res. Type Transaction Code (TTC) statements for this section are shown below with the input authority and corrections indicator immediately following the statement.

	REPORTING AUTHORITY	DEL/ ADD	DEL/ ERR
*002 000 ARR INDIV LOC _ _ _	REG	N	N
135 000 INDIV LOC _ _ _	HQ REG	N	N
416 000 AGLC _ _ _	HQ	N	N
421 000 GLC _ _	HQ	N	N
421 001 FGLC _ _	HQ	N	N
424 000 AGLC _ _ _ EDA _ _ _ _	HQ	N	N

**\*NOTE:** TTC 002 000 is located in Chapter 9, Section 10.

### 50401. INDIVIDUAL LOCATION (TTC 135)

1. Individual location is the actual unclassified physical duty location of the Marine. It is reported as county/state/city code or as a geo-location code as appropriate.

2. For those Marine's awaiting the disposition of PEB proceedings in a state with a residency requirement for state tax withholding (California, Idaho, Pennsylvania), an Individual Location Code must be reported to permit an automatic monthly deduction of state tax.

3. A join entry will automatically change the individual location of the Marine to reflect the location of the RU MCC if the location is unclassified. In the event a Marine's location is different from that of the unit, the unclassified location of that Marine must be reported using the following statement:

```

TTC 135 000          INDIV LOC _ _ _ _|
                    ^   ^   ^
3-byte county code  _ _ _ _|
(or foreign country numeric code)

2-byte numeric state code _ _ _|
(or foreign country alpha code)

4-byte city code _ _ _ _|
  
```

4. Report all Changes of location which are expected to be permanent or to exceed 30 days in duration.

5. Report individual location when reporting a Marine Home Awaiting PEB.

6. To report individual location, the UD entry must show a nine-character location code as indicated below:

a. To report a location within one of the 50 States, the entry must show the location as a nine-character county/state/city code. The first three characters will represent the county, the next two represent the state and the last four represent the city.

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b. If the location is outside the 50 States, the entry must show the location as a nine-character code. The first three characters will be the country numeric code, the next two will be the country alpha code and the last four will be the city code.

c. When the individual location is CLASSIFIED, the UD remark will report "000ZZ0000" in lieu of a nine character code.

7. When the location is unknown, or the code is unknown, the unknown portion of the nine-character code will be zeros. For example, if the state is known, but the county is not known, the first three characters of the code representing the county would be shown as zeros (000) followed by a two character state code, and the four byte city code. The unit will determine the county code and report the complete nine-character code as soon as possible.

50402. ADVANCED GEO-LOCATION CODE (TTC 416/424). (AGLC) AND ADVANCED GEO-LOCATION ESTIMATED DATE OF ARRIVAL(AGLC-EDA)

This data element identifies the future geographic area which a Marine is projected to be assigned upon completion of a dependents restricted tour. An AGLC may be reported at the time orders are issued to a dependents restricted assignment. Under normal conditions, upon transfer from the restricted assignment, the Advanced Geo-Location Code becomes the Geo-Location Code, and the AGLC field is set to blank. This element is used in conjunction with Dependents Geo-Location Code for DoD personnel turbulence reporting requirements. The AGLC appears on the BIR as an information item, not subject to field change. AGLC is reported when the Marine is expected to transfer to a new geographical area. EDA may also be reported. The following statements are used to change AGLC or AGLC-EDA:

```

TTC 416 000      AGLC_____| (CMC (MMOA/MMEA/RAM))
                  ↑
3-byte Code_____

```

```

TTC 424 000      AGLC_____EDA_____|
                  ↑                ↑
3-byte Code_____
6-byte ED (YYYYMM)_____
If the AGLC is reported as three zeros
report the EDA as six zeros

```

50403. FUTURE GEOGRAPHICAL LOCATION CODE (FGLC) (TTC 421 001)

The FGLC identifies the intended geographic area in which a Marine will be transferred. The FGLC consist of the first three bytes if the Zip code or a three-byte pseudo Zip code.

```

TTC 421 001      FGLC_____| (CMC (MMOA/MMEA/RAM))
                  ↑
3-byte future GLC _____

```

50404. GEO-LOCATION CODE (GLC) (TTC 421 000)

The GLC identifies the present geographic area in which a Marine is stationed for a purpose of determining how long a Marine has been stationed in that area. GLC is associated with Geo-Location Date Current Tour Began (GEO DCTB). The purpose of this element is to minimize costs by optimizing reassignment and PCS moves within a geographic area. The GLC will be initially generated and posted to the record upon processing a chargeable join entry. Upon receipt and acceptance of a chargeable join, a GLC will be assigned from look-up tables (table 08), based on the MCC reported in the join statement. This table is associated with MCC and the corresponding first three bytes of a postal Zip code or in some cases a pseudo Zip code. Pseudo Zip codes are also assigned within table 09. The GLC appears on the BIR as an information item not subject to field change.

```

TTC 421 000      GLC_____| (CMC (MMOA/MMEA/RAM))
                  ↑
3-byte location code _____

```

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## Section 5: MEMBER DATES

### 50500. INTRODUCTION

1. The Dates Member Section contains items such as Pay Entry Base Date (PEBD), Date of Appointment or Enlistment, Current Active Duty Base Date (CADBD) Expiration of Active Service (EAS) and Expiration of Obligated Service (EOS), Date Joined Unit and Date Joined Reserve Unit, Last Tour Combat Date, etc. Detailed reporting information is indicated in the following paragraphs.

2. Diary input authority is indicated for HQ, Reg or Res. Type Transaction Code (TTC) statements for this section are shown below with the input authority and corrections indicator immediately following the statement.

	REPORTING AUTHORITY	DEL/ ADD	DEL/ ERR
063 000 PEBD_____	HQ REG RES	N	N
064 000 ORIG ENTRY_____	HQ REG RES	N	N
070 000 DATE OF APPOINTMENT OR ENLISTMENT_____	HQ REG RES	N	N
071 000 OVERSEAS CONTROL DATE_____	HQ REG	N	N
074 000 CURR TOUR BEGAN_____	HQ REG	N	N
078 001 EOS_____	HQ REG RES	N	N
079 000 CURR ACDU_____	HQ REG	N	N
085 000 ACDU BASE DATE_____	HQ REG	N	N
094 000 DATE JOINED UNIT _____	HQ REG RES	N	N
094 001 DATE JOINED RESERVE UNIT _____	HQ RES	N	N
120 001 LASTTOUR CBT_____	HQ REG RES	N	N
120 002 LASTTOUR CBT NONE	HQ REG RES	N	N
198 000 RTD_____	HQ REG	N	N
405 000 AMCC_____EDA_____	HQ	N	N
410 000 IMCC_____EDA_____	HQ	N	N
420 000 GEO DCTB_____	HQ	N	N
420 001 FGEO DCTB_____	HQ	N	N

### 50501. PAY ENTRY BASE DATE (PEBD) (TTC 063)

1. The Marine's basic pay varies with the number of year's service. Computation of creditable service provides a basic date for use in determining the date when the Marine is entitled to increased basic pay. This basic date is the PEBD. DoDFMR provides information about service that is creditable for pay purposes and how to compute a PEBD.

2. The PEBD for officers is established by CMC when the officer is appointed or reappointed. It is recorded on the Appointment Acceptance and Record. Discrepancies concerning the PEBD for officers while attending The Basic School (TBS) will be directed to the CMC (MMOA) for resolution. After attending TBS, all PEBD discrepancies will be forwarded to the CMC (MMSB-10) for resolution.

3. Enlisted Marines will have a PEBD established at the time of entry into the Marine Corps. The PEBD will be recorded on the application for enlistment or record of induction. Report changes or corrections to PEBD as follows:

TTC 063 000      PEBD\_\_\_\_\_|HIST:\_\_\_\_\_|

8-byte ED (YYYYMMDD)\_\_\_\_\_↑

Reason for PEBD change\_\_\_\_\_↑

4. HQMC may issue authority to RU's to correct an erroneous or incomplete appointment acceptance and enlistment contract/application for enlistment or record of induction. Based on the information furnished, the PEBD must be recomputed and reported on the UD.

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5. The PEBD is normally changed upon determination of time lost. The PEBD will automatically be adjusted to reflect the time lost when the periods of lost time are reported per Chapter 7 Section 4. Ensure a HISTORY statement is reported stating the reason for the PEBD change.

6. A change to the MSS Act disallowed credit for Marines who entered the Regular component Delayed Entry Program (DEP) on or after 1 January 1985, disallowed credit for time spent in the DEP. The FY90 authorization bill authorizes credit on or after 28 November 1989 for reserve DEP time ONLY if the reservist performed IDT/ADT (i.e., a member of the Category P program who performs IDT periods prior to shipping to recruit training, PEBD will equal the DOE) while in the DEP.

8. An individual upon entry into the military service assumes, on a one-time basis, a 6 or 8 year obligation. The re-computation of the PEBD on prior service personnel who return to AD after the expiration of the their original obligation service are affected by this new ruling.

8. The examples below provide instruction on how to recompute a PEBD on prior service personnel.

a. Date of Initial Entry (DOE): 19950801

PEBD: 19950801

EOS: 20030731

Period of AD: 19950815 - 19990814

Period of inactive duty: 19990815 - 20030601 (USMCR-IRR)

Reenlisted in USMC: 20030602

Time spent in DEP upon reenlistment: 20030602 - 20030715

Return to AD: 20030716

Reconstructed PEBD: 19950801

**NOTE:** In the above example, there was no change in the PEBD since the reassignment to AD occurred prior to the expiration of original obligation.

b. Date of Initial Entry (DOE): 19950801

PEBD: 19950801

EOS: 20030731

Period of AD: 19950815 - 19990814

Period of inactive duty: 19990815 - 20030701 (USMCR-IRR)

Reenlisted in USMC: 20030702

Time spent in DEP upon reenlistment: 20030702 - 20030830

Return to AD: 20030831

Reconstructed PEBD: 19950831

**NOTE:** In the preceding example, the Marine's original obligation expired on 20030731; therefore, the period 20030801 to 20030830 is not creditable for pay purposes.

50502. DATE OF ORIGINAL ENTRY ARMED FORCES (DEAF) (TTC 064)

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1. This date normally is entered automatically into the MCTFS during the accession process as the date an individual Marine was first appointed or enlisted into any Armed Forces Component. The DEAF includes enlistment into the DEP, entrance as a cadet or midshipman at a U.S. Service academy and enlistment as a reservist in the Senior ROTC Program. This entry is of particular importance due to recent changes in retirement plans. Those members who entered service on or before 7 Sep. 1980 are eligible for the "High 1" retirement plan; those who entered between 8 Sep. 1980 and 31 July 1986 are eligible for the "High 3" retirement plan; and those Marines who entered service 1 Aug. 1986 or later must be counseled on their eligibility for the "Choice" retirement plan, which involves the election of a bonus payment. Please refer to PAA 12-00 for further information regarding the retirement plans and counseling requirements.

2. If the date recorded in MCTFS is incorrect, report as follows:

TTC 064 000            ORIG ENTRY\_\_\_\_\_|

8-byte ED (YYYYMMDD) \_\_\_\_\_↑

50503. DATE OF APPOINTMENT OR ENLISTMENT (TTC 070)

1. The date of appointment is shown on the appointment acceptance record. The date of enlistment (DOE) is the date of current enlistment, reenlistment, or induction and is on the enlistment contract or record of induction. When the date of appointment or the date of enlistment is incorrect (as indicated by the TBIR), report as follows:

TTC 070 000            DATE OF APPOINTMENT OR ENLISTMENT\_\_\_\_\_|

8-byte ED (YYYYMMDD) \_\_\_\_\_↑

2. If the date of appointment is believed to be incorrect on the appointment acceptance record, contact CMC (MRRO-5) of the suspected discrepancy. If the date of enlistment is incorrect on the enlistment contract or record of induction, correct the document and contact CMC (MMSB-10) concerning the suspected discrepancy.

50504. OVERSEAS CONTROL DATE (OCD) (TTC 071)

1. Currently the OCD is updated day for day with the Deptempo transactions (minus Mission Support TDY) as outlined in the below messages. A new OCD will be manually updated only upon the completion of an overseas tour, the completion of two UDP deployments, or completion of OCONUS deployments lasting 270 or more consecutive days per MARADMIN 455/00 and PAA 09-00.

2. Upon reentering the Active Duty Component, a Prior Service Marine's (PSM) OCD must be reported as 5 years from the recomputed AFADBD. The OCD is assigned or updated based upon the completion of an overseas tour of duty (excluding Hawaii or Alaska), regardless of whether the Marine is single or married or whether dependents were or were not actually located at the overseas location. Report as follows:

TTC 071 000            OVERSEAS CONTROL DATE\_\_\_\_\_|

8-byte ED (YYYYMMDD) \_\_\_\_\_↑

50505. DATE CURRENT TOUR BEGAN (DCTB) (TTC 074)

1. The DCTB is the commencement date of the current tour at the Marine's present monitored command. The tour relates to the monitored command, and not to a specific RU. Reassignment between RU's of the same monitored command normally will not cause a change in this date. See below examples for clarification:

a. A Marine joins an overseas duty station from another overseas duty station **involving a change of MCC** and has not completed an overseas tour of duty. The date of joining the first overseas duty station was 19980111. The date of joining the second overseas duty station is 19980520. Since the MCC changed, the DCTB would be the date of joining the second

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overseas duty station; for example, 19980520. Normally, the date current tour began would automatically generate from the joining date and need not be reported on the UD.

b. A Marine joins an overseas duty station from another overseas duty station **within the same MCC** and has not completed an overseas tour of duty. The date of joining the first overseas duty station was 19971120. The date of joining the second overseas duty station is 19980213. Since the MCC did not change, the DCTB would be the date of joining the first overseas duty station, for example 19971120.

c. A Marine joins an overseas duty station and then is transferred to another RU at the **same** installation with a different MCC, and has not completed an overseas tour of duty. The DCTB would remain the same as before the transfer.

d. A Marine joins an overseas duty station and then is transferred to another RU at a **different installation on the same island** with a different MCC, and has not completed an overseas tour of duty. The DCTB would remain the same as before the transfer.

e. A Marine joins a different MCC and reporting unit due to Permanent Change of Assignment (PCA) orders that do not involve a change in GEO Location, then report CURR TOUR BEGAN as part of the join entry.

2. Requirements for reporting DCTB are summarized in Table 5-1. Report as follows:

TTC 074 000                      CURR TOUR BEGAN\_\_\_\_\_ |  
8-byte ED (YYYYMMDD) \_\_\_\_\_ ↑

50506. EXPIRATION OF OBLIGATED SERVICE (EOS) (TTC 078).

1. The EOS is the termination date of the obligation under the term of the Military Selective Service (MSS) Act. Determination of the EOS for male Marines is based on the date of initial entry and the age of the Marine at the time of entry as shown in Table 5-2. Female Marines initially entering the service after 31 January 1978 incur a 6-year obligation as shown in Table 5-3. Female Marines whose initial date of entry into the service was prior to 1 February 1978 do not have an EOS.

2. The MSO (statutory) is not considered terminated upon discharge or other separation for the purpose of immediate entry or reentry in:

a. The same or any other component of the Armed Forces.

b. The same or any other status.

c. An officer's training program in which the Marine has a military status. Additional service performed after such discharge or other type of separation will be counted toward fulfillment of such obligation. Attendance at a service academy or as a participant in an ROTC scholarship program is not considered having military status for the purposes of completing an MSO. When completing consider the following:

(1) Officers who were appointed after completion of an ROTC Scholarship and appointed under 10 USC 2107(d) or after completion of a service academy (USNA, etc.) and appointed under 10 USC 403, 603, or 903 on or after 1 Jun 1984 incur an 8-year MSO upon appointment. Their EOS will be computed from the date the officer accepted his/her first commission (AFC) without regard to prior enlisted service.

(2) Officers appointed after completion of ROTC Advanced Training (non-scholarship program) under 10 USC 2106, shall have an EOS computed from the AFC date minus any prior enlisted service.

3. If the Marine is ordered to involuntary AD for unsatisfactory participation in a USMCR program, the expiration date of such involuntary AD will be reported as the EOS date if that date is later than the initial obligation. The adjustment of the EOS due to time lost will

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be automatically computed upon acceptance of the time lost statement shown in Chapter 7, Section 4. The adjusted EOS date will then appear on the DFR.

4. To change the EOS, report as follows:

TTC 078 001                      EOS\_\_\_\_\_

8-byte ED (YYYYMMDD) \_\_\_\_\_

↑


**NOTE:** The EOS is retained in the record even after it has expired. **Do not change to zeros.** The EOS is not adjusted for lost time that occurs after expiration of the EOS date.

50507. CURRENT ACTIVE DUTY BEGAN DATE (CADBD) (TTC 079)

This date is recorded automatically as part of the accession process. It is not subject to change as long as the Marine is on continuous AD. Report as follows:

TTC 079 000                      CURR ACDU\_\_\_\_\_

8-byte ED (YYYYMMDD) \_\_\_\_\_



50508. ARMED FORCES ACTIVE DUTY BASE DATE (AFADBD) (TTC 085)

1. This date is a constructive date computed from active service performed in any branch of the Armed Forces, as modified by time lost or periods not creditable as active Federal service. When making this computation, refer to the DoDFMR.

2. For enlisted Marines, periods of creditable active Federal service can normally be obtained from the enlistment contract/application for enlistment. For officers, it will be necessary to view other supporting documents (i.e., DD Forms 214, orders, etc.) in addition to the Appointment Acceptance and Record. Service listed on the Appointment Acceptance and Record reflects entire periods served in specific components, i.e., USMC, USMCR(C), USMCR(J), USMCR(K), without regard to individual periods served on AD/TAD/ADT. The ACUD BASE DATE for enlisted Marines is computed from this information and entered at the time the Marine is accessed into the MCTFS. In the case of officers reporting to their first duty station, it is the responsibility of the RU to ensure that the ACUD BASE DATE is computed and reported on the UD as part of the JOIN entry for the officer concerned.

3. Calculation of the AFADBD is automated in MCTFS for all Reserve Marines on AD (who have a retirement history established) whenever TTC's 022 (INIT JOIN), 085 (AFADBD), 915 (HISTORY CREDIT), 916 (CURRCRET/PRYCRET), 917 (ADJUST ACTIVE DUTY POINTS (i.e., PD/NPD)), 919 (ADJUST HISTORY INACTIVE DUTY POINTS (for example, PD/NPD/CORR)), 921 (ADJUSTING TOTAL SAT YRS), or 922 (CRCR CERTDATE) are processed. **The automatic calculation of the AFADBD can only be adjusted by correcting the Marine's CRCR and subsequently reporting the CRCR CERT DATE.**

4. To change ACDU Base Date report as follows:

TTC 085 000                      ACDU BASE DATE\_\_\_\_\_

8-byte date (YYYYMMDD)                      ▲

**NOTE:** When time lost is reported per Chapter 7 Section 4, the system will adjust this date. When time lost is not reported, a new ACDU BASE DATE **must** be reported.

50509. DATE JOINED UNIT (TTC 094 000/001)

The Present Unit Join Date and/or the Reserve Unit Join Date is established by join entries and is usually correct. If incorrect, report as follows:

TTC 094 000                      DATE JOINED UNIT \_\_\_\_| (Active)

Date Joined Unit (8-byte date (YYYYMMDD))

or

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TTC 094 001                      DATE JOINED RESERVE UNIT \_\_\_\_\_ | (Reserve)

Date Joined Reserve Unit (8-bytes date (YYYYMMDD))

50510. DATE LAST TOUR COMBAT (TTC 120)

1. The date LASTTOUR CBT shall be reported for the Marine who served for a specified time in an unaccompanied status with any unit in a combat area. Refer to DoDFMR for specification concerning combat.

2. The date LASTTOUR CBT will be reported by the Marine's parent RUC upon return from a combat area when the Marine:

a. Was transferred from an overseas assignment after serving 180 days or more in combat area.

b. Was transferred from a combat area after any period of time other than while TAD or as a result of the Marine's own request; for example, HUMS, EmergLv or SoleSurvSon. If returned as a result of own request and the Marine has spent more than 60 days, but less than 180 days, the next tour in a combat area will be reduced on a day-for-day basis.

3. The date to be reported as LASTTOUR CBT for Marines returning from a tour of duty in a combat area is:

a. For the Marine reporting to a command in the U.S. upon completion of tour, report the date of arrival in the U.S. minus any leave taken enroute.

b. For the Marine reporting to a command outside the U.S. upon completion of tour, report the date reported to the command minus any leave taken enroute.

c. For Sgts or below returned to the U.S. for discharge or RELACDU, the date to be reported is the DOA in the U.S. minus any leave taken enroute.

d. For the Marine returned to the U.S. as a **hospitalized battle casualty**, report the LASTTOUR CBT as 00000000. Upon release from the hospital to duty, report the date LASTTOUR CBT as the date of release from the hospital.

e. For the Marine returned to the U.S. as a **hospitalized non-battle casualty**, report the LASTTOUR CBT as 00000000. Upon release from the hospital to duty, the following will apply:

(1) If found fit to perform duty in a combat area, and when crediting the period of hospitalization toward the tour, the Marine has not served the minimum period of time required to receive credit for a complete tour in a combat area, do not report a change to the date LASTTOUR CBT. This Marine will be returned to a combat area to complete the tour.

(2) If found not fit to perform duty in a combat area, and/or by crediting the period of hospitalization toward the tour, the Marine has completed the minimum period of time required to receive credit for a completed tour in a combat area. The date LASTTOUR CBT will be the date of release from the hospital.

f. When the Marine is involuntarily assigned to a unit outside of the combat area, except for hospitalization, prior to his completion of a normal tour, the date LASTTOUR CBT will be established as the date the Marine arrives at the new command minus leave taken en route.

g. If the Marine is reassigned from a combat area as a result of own request, and has spent more than 60 days, but less than 180 days, in the combat area, **do not report the LASTTOUR CBT**. This information will be used to reduce next tour in a combat area.




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h. If a Marine is returned to the U.S. after completing a continuous period of TAD of 180 days or more in a combat area, the date LASTTOUR CBT will be reported as the DOA in the U.S. minus leave taken enroute. If the Marine returns to a command outside the U.S., the date LASTTOUR CBT will be the date returned to the command minus leave taken enroute.

i. If a Marine accrues a total of 365 or more days of TAD in a combat area, and each increment was 60 days or more, and was completed prior to the next tour outside the U.S., the date of LASTTOUR CBT will be the date that the Marine returns to the command upon completion of last period of TAD. Periods of TAD that occurred prior to the Marine's last tour in a combat area will not be considered when making this adjustment to date LASTTOUR CBT. Report as follows:

TTC 120 001                      LASTTOUR CBT\_\_\_\_\_

8-byte ED (YYYYMMDD) \_\_\_\_\_



or

```
TTC 120 001          LASTTOUR CBT 00000000|
```

**NOTE:** Report ONLY for hospitalized personnel referred to in subparagraphs 50510.3d and 50510.3e:

TTC 120 002 LASTTOUR CBT NONE |

**NOTE:** Report ONLY for those personnel who have a date last tour combat in MCTFS but have **not** served in a combat area.

50511. ROTATION TOUR DATE (RTD) (TTC 198)

1. An RTD will be reported on the UD when the Marine is joined for a tour of duty specified in MCO P1300.8. An RTD is defined as the year, month, and day that the Marine is scheduled to return to the United States from:

a. A military installation or activity permanently located at a land station outside the United States, excluding Hawaii. The RTD normally is established by applying the standard tour length for the place at which the Marine is located to the date of departure from CONUS.

b. An FMF unit permanently located overseas. The RTD will not be reported on CONUS-based units assigned to the UDP while temporarily assigned overseas. The RTD will not be assigned to the UDP personnel in a FAP status to an overseas base or station unit.

c. Attaché duty.

d. Department of State guard duty.

e. A sea duty tour.

2. For personnel assigned to a tour of foreign duty or a sea duty tour, RTD is established according to the instructions in Table 5-4.

3. To establish RTD per Table 5-4, the following conditions apply when determining constructive travel time: (Refer to JFTR for more information.)

a. If Government transportation is used for travel outside CONUS and such travel is in the general direction of the overseas assignment, actual travel time will be deducted from the date of joining.

b. If non-Government transportation is used for travel outside CONUS to the overseas assignment, then constructive travel time will be computed as direct travel by air.

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4. The RTD normally changes upon voluntary reassignment between overseas activities. However, under certain special programs authorized by the CMC, readjustment of RTD is not required, see Table 5-4.

5. If the Marine extended the tour in a combat area for at least 6 months and is authorized a 30-day special leave, RTD will be adjusted by adding the term of the extension, period of special leave, and travel time to the normal RTD. The adjusted RTD should be reported by UD at the time the extension is approved. An adjustment will be made upon return from leave if there is any difference between the estimated and actual time away from the command. Hospitalized non-battle casualties evacuated to the U.S. and immediately returned to their overseas duty station upon completion of the period of hospitalization will retain their original RTD. Report RTD as follows:

TTC 198 000      RTD\_\_\_\_\_ |  
 8-byte ED (YYYYMMDD) \_\_\_\_\_

## 50512. ADVANCED MONITORED COMMAND CODE/ESTIMATED DATE OF ARRIVAL (AMCC/EDA) (TTC 405)

This data element represents intended assignment for a Marine, to FMCC and is reported by CMC (MMOA, MMEA, RAM). The code and associated EDA in year-month format must be future dated beyond any advanced planning purposes up to 48 months in the future. Report as follows:

TTC 405 000      AMCC\_\_\_\_\_ EDA\_\_\_\_\_ | (CMC (MMOA/MMEA/RAM))

3-byte MCC from \_\_\_\_\_  
 MCO P1080.20 or three  
 zeros

6-byte year and month (YYYYMM) \_\_\_\_\_  
 If AMCC is reported as  
 zeros report the EDA as zeros

**NOTE:** If AMCC is zeros, EDA must be zeros.

## 50513. INTERMEDIATE MCC/INTERMEDIATE MCC EDA (IMCC EDA)(TTC 410)

1. The date elements IMCC EDA are identical in structure to the Present MCC. It represents the command to which a Marine is assigned for temporary duty incident to a PCS. The EDA reflects the date a Marine can be expected to arrive at an IMCC.

2. To understand the structure and meaning of IMCC, read the following: A Marine is to be transferred from the 2d MarDiv (MCC 122) to the 3d MarDiv (MCC 124) with a period of temporary duty at Armor School (MCC J26); **prior to transfer** from MCC 122, the Present MCC will be MCC 122, the IMCC will be MCC J26 and the FMCC will be MCC 124. **Upon transfer** MCC 122 will move to the Former MCC, MCC J26 will move to the Present MCC, the FMCC will remain MCC 124 and the IMCC will be '000'. **Upon transfer** from MCC J26, the MCTFS will act in normal fashion; MCC J26 becomes the Former MCC, MCC 124 becomes the Present MCC and the FMCC is '000'. Report as follows:

TTC 410 000      IMCC\_\_\_\_\_ EDA\_\_\_\_\_ | (CMC (MMOA/MMEA/RAM))

3-byte MCC of  
 the temporary duty command  
 or zeros \_\_\_\_\_

8-byte ED (YYYYMMDD) of IMCC  
 or zeros \_\_\_\_\_

**NOTE:** If the IMCC is zeros, EDA must be zeros.

## 50514. GEO-LOCATION DATE CURRENT TOUR BEGAN (GEO DCTB)(TTC 420 000)

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This date indicates the year, month, day a Marine first joined a unit within a given geographic area. (It will automatically generate a new geo-location code) Report as follows:

TTC 420 000            GEO DCTB\_\_\_\_\_ |    (CMC (MMOA/MMEA/RAM))

6-byte ED (YYYYMM)

location tour began\_\_\_\_\_



50515. FUTURE GEO-LOCATION CURRENT TOUR BEGAN DATE (FGEO DCTB)(TTC 420 001)

This date indicates the projected year, month, day in which a Marine being transferred will commence a tour within a given geo-location. When associated with a geo-location code, it will define the projected period of time a Marine will serve in that geographical area.

TTC 420 001            FGEO DCTB\_\_\_\_\_ |    (CMC (MMOA/MMEA/RAM))

6-byte year and month (YYYYMM)  
of future DCTB\_\_\_\_\_



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TABLE 5-1--DATE CURRENT TOUR BEGAN (DCTB)		
R U L E	A	B
	If the Marine is joining	then the date current tour began is
1	a different monitored command within CONUS on PCS	date of joining (Reassignment between MCCs within the same RU while serving on tours such as recruiting does not constitute a change).
2	a different RUC within the same MCC	date of original join at that MCC. (No MCTFS entry is required).
3	a different MCC and RU due to reassignment orders that do not involve a change in geo-location (Note).	date originally joined former unit
4	an overseas command from a CONUS duty station	date of departure from CONUS (If the Marine was in a leave status in an overseas area, constructive travel time is deducted from the date of joining to determine DCTB. <b>(NOTE)</b> )
5	a ship's detachment from another duty station	
6	an overseas duty station from another overseas duty station and is starting a new tour of duty	date of joining
7	an overseas duty station from another overseas duty station involving a change of MCC and has not completed overseas tour of duty	
8	an overseas duty station from another overseas duty station within the same MCC and has not completed overseas tour of duty	either the date of joining at the first overseas duty station or the date of departure from CONUS, as appropriate. <b>(NOTE)</b>
9	a ship's detachment upon reassignment from another ship's detachment	the date of joining by the first ship's detachment. <b>(NOTE)</b>

TABLE 5-1 CONTINUED--DATE CURRENT TOUR BEGAN		
R U L E	A	B
	If the Marine is joining	then the date current tour began is
10	back into the former command after having been transferred for record purposes; for example, personnel returning to the original MCC after having been transferred while IHCA confined. (Applies also to personnel returned to original MCC upon failure to satisfactorily complete a service school.)	the date which was valid prior to the transfer. ( <b>NOTE</b> )
11	the same recruit depot upon graduation with no intervening entry-level schooling	date of joining and must be reported as part of the join entry.

**NOTE:** When the DCTB is different from the date of joining, then report CURR TOUR BEGAN as part of the join entry.

TABLE 5-2--EOS FOR MALE PERSONNEL

\*\*Refer to DoDFMR for additional information

R U L E	A	B	C	D
	If date of original entry is	and original entry was by	and member's age at time of entry was	then expiration of obligated service is ( <b>NOTE 1</b> )
1	prior to 19 June 1951	appointment, induction, or enlistment in Regular or Reserve component of any branch of the Armed Forces	any eligible age	member does not have an EOS recorded. (Shown as "00000000" for verification/reporting purposes)
2	after 18 June 1951 and prior to 10 November 1979		26 or more years of age	
3	after 18 June 1951 and prior to 10 August 1955		less than 26 years age	8 years after the date of original entry or (DEAF)
4	after 9 August 1955 and prior to 1 August 1963	enlistment in critical skills program (component Q)		6 years after date of original entry or (DEAF)
5		enlistment in 6-month training program	Less than 18 ½ years (component H)	
6			at least 18 ½ years less than 26 years (component K)	
7		appointment, enlistment, or induction in Regular or Reserve component of an branch of the Armed Forces	less than 26 years of age	
8	on or after 1 Aug 1963 and prior to 1 Oct 1979			

TABLE 5-2. CONTINUED--EOS FOR MALE PERSONNEL

R U L E	A	B	C	D
	If date of original entry is	and original entry was by	and member's age at time of entry was	then expiration of obligated service is ( <b>NOTE 1</b> )
9	NPS on or after 1 Oct 1979 and prior to 1 Jun 1984	appointment, enlistment, or induction in Regular or Reserve	any eligible age	6 years after date of original entry (DEAF) ( <b>NOTE 2</b> for exceptions)
10	NPS on or after 1 Jun 1984	component of any branch of the Armed Forces		8 years after date of original entry or (DEAF) ( <b>NOTE 3</b> and 4)

**NOTE 1:** For reservists never enlisted in a Regular component the EOS will always be computed from the date of original entry armed forces (DEAF).

**NOTE 2:** For Non-prior Service, NPS enlistment/inductions in the DEP USMC, or another active component during this period, the date of original entry is computed from the **AFAEDB** (date enlisted AD component). In this case, upon enlistment on AD the combined period of AD and **subsequent** reserve component service should equal EOS obligation.

**NOTE 3:** For NPS enlistment/induction in DEP USMC or another active component on or after 1 June 1984, the date of original entry is the **DEAF**.

**NOTE 4:** Officers appointed after completion of either a service academy or an ROTC Scholarship program incur an 8-year EOS computed from the AFC date without regard to prior service

TABLE 5-3--EOS FOR FEMALE PERSONNEL

R U L E	A	B	C	D
	If date of original entry is	and initial entry was by	and member's age at time of entry was	then expiration of obligated service is
1	prior to 1 Feb 1978	appointment, induction, or enlistment in Regular or Reserve component of any branch of the Armed Forces	any eligible age	(Marine does not have an EOS recorded) (shown as "00000000" for verification/reporting purposes.)
2	after 31 Jan 1978 and prior to 1 Oct 1979		26 or more years or age	

Refer to DoDFMR for additional information



TABLE 5-4--ESTABLISHMENT OF RTD			
R U L E	A	B	C
	If the Marine	and	then determine the RTD by
1	joins overseas station where RTD is established	did not have delay en route in an overseas area prior to joining	adding tour length to date departed CONUS
2		had delay en route in an overseas area prior to joining	adding tour length to date joined adjusted for constructive travel time
3		the EAS expires prior to completion of normal overseas tour (Sgts and below and all Reserve personnel)	establishing RTD to ensure Marines return to CONUS 10 days prior to EAS
4		was involuntarily reassigned from another overseas duty station	adding tour length of new duty station to date joined adjusted to credit Marine for time served at prior overseas duty station.
5		was voluntarily reassigned from another overseas duty station	adding tour length of new duty station to date joined.
6		if, at normal RTD, Marine is within 6 months of the EAS/retirement/transfer to the FMCR	involuntarily extending the Marine's tour to the EAS/retirement/transfer to the FMCR. (NOTES 1-3)

**NOTE 1:** Tour lengths will not be involuntarily extended if the Marine extends/re-enlists for a period of time sufficient to enable the Marine to serve 12 months or more upon arrival at a new duty station.

**NOTE 2:** Marines may extend/reenlist at any time after arrival, but are encouraged to extend/reenlist at least 6 months prior to original RTD. Before an involuntary overseas extension is imposed, enlisted Marines will be given the opportunity to extend their enlistment, when otherwise eligible, by a time sufficient to increase remaining service to more than the minimum period indicated above. Officers will be afforded the opportunity to extend overseas tours or serve 1 year at a CONUS duty station prior to retirement/separation.

**NOTE 3:** Refer to MCO P1300.8 for additional instructions regarding involuntary extensions of overseas tours.

TABLE 5-5 CONTINUED--ESTABLISHMENT OF RTD			
R U L E	A	B	C
	If the Marine is	and	then determine the RTD by
7	ordered to initial sea duty tour	The ship is in CONUS port at time of joining	adding tour length to date of joining.
8		The ship is not in CONUS port, and Marine did not have delay in an overseas area prior to joining.	Adding tour length to date departed CONUS.
9		The ship is not in CONUS port, and Marine had delay in an overseas area prior to joining	adding tour length to date joined adjusted for constructive travel time.
10		prior to expiration of tour Marine extends tour of duty	adding length of approved extension to current RTD.
11		after joining tour is interrupted by hospitalization or by awaiting transfer at a shore activity	reestablishing the original RTD.

TABLE 5-5--CHANGES TO RTD			
R U L E	A	B	C
	If the Marine's RTD has been reported	and the Marine	then determine the new RTD by
1	after the Marine joined overseas station where the RTD is established	was due for early rotation due to the EAS, reenlists, or extends; or in the case of Reserve officers approved extension of EAD, SWAG or augmented into Regular Marine Corps	adding tour length to date current tour began
2		is promoted to Sgt (does not apply to Reserve personnel), and at time of joining was due for early rotation due to the EAS	
3		is reduced to Cpl or below and at time of joining Marine was at the grade of Sgt or above and EAS was prior to established RTD	readjusting the RTD to ensure Marine's return to CONUS 10 days prior to EAS.
4		moves dependents to or acquires dependents at an unrestricted area, and converts to an accompanied by dependents tour	adding 36 months to the date the dependents were approved for command sponsorship.
5		dependents are evacuated to safe haven due to emergency conditions	adjust for percentage of tour already served. (See MCO P1300.8)
6		voluntarily extends overseas tour	adding length of extension to current RTD.

TABLE 5-5 CONTINUED--CHANGES TO RTD

R U L E	A	B	C
	If the Marine's RTD has been reported	and the Marine	then determine the new RTD by
7		is retained beyond the normal RTD due to confinement, IHCA, awaiting trial, or serving sentence court-martial and/or appeal by civil court. (NOTES 1 & 2)	adjusting RTD to reflect the date such action will be or expected to be completed.
8	after the Marine joined overseas station where the RTD is established	Loses time as defined in MCO P7220.31, except for those instances in rule 7 (NOTES 1 & 2)	adding period of lost time to the current RTD.
9		was involuntarily reassigned from another overseas duty station	adding tour length of new duty station to date joined adjusted to credit Marine for time served at prior overseas duty station. (See MCO 1300.8.)
10		was voluntarily reassigned from another overseas duty station	adding tour length of new duty station to date joined.
11		was performing TDY/TAD and/or leave in the U.S. in excess of 30 consecutive days. (NOTE 3)	adding leave and/or TDY/TAD in excess of 30 days to the current RTD. (See MCO 1300.8)
12		at the time of normal RTD is within 6 months of the EAS/retirement/transfer to the FMCR	involuntarily extending the Marine's tour to the EAS/retirement/transfer to the FMCR. (NOTES 4 & 5)

**NOTE 1:** See current Marine Corps directives governing overseas tours of duty.

**NOTE 2:** The RTD will not be adjusted for the Marine who loses time as a result of confinement, IHCA, awaiting trial by court-martial, or serving a court-martial sentence if the period of time lost does not exceed the current RTD. The exception to this being the RTD for first-term Marines assigned to Hawaii will be adjusted on a day-for-day basis regardless of the type of time lost. Refer to Chapter 7 Section 4 TIME LOST.

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**NOTE 3:** Do not extend the RTD of those Marines who return after performing TDY/TAD in the U.S. in excess of 30 days when the purpose of that duty was Government/military business; for example, schools, TAD recruiter requirements, rifle team members, and conferences.

**NOTE 4:** Tour lengths will not be involuntarily extended if the Marine extends/reenlists for a period of time sufficient to enable the Marine to serve 12 months or more upon arrival at a new duty station.

**NOTE 5:** Marines may extend/reenlist at any time after arrival, but are encouraged to extend/reenlist at least 6 months prior to original RTD. Before an involuntary overseas extension is imposed, enlisted Marines will be given the opportunity to extend their enlistment, when otherwise eligible, by a time sufficient to increase remaining service to more than the minimum period indicated above. Officers will be afforded the opportunity to extend overseas tours or serve 1 year at a CONUS duty station prior to retirement/separation. Refer to Chapter 10 SEPARATIONS.

**NOTE 6:** A Marine's RTD will not be extended for any period of hospitalization (including when located in CONUS; the term "hospitalization" includes authorized convalescent leave) and subsequent period of medical hold/observation (including when located in CONUS) which is directed by competent medical authority. Annual leave taken while in a medical hold/observation status will not affect this policy. Upon receipt of orders (directing return to an overseas duty station) or release from medical hold/observation, whichever is later, a period of 10 days is considered normally sufficient for the Marine to be returned to the overseas duty station. Any time beyond hospitalization, directed medical hold/observation, and the 10-day normal return transit will be added to the current RTD as an adjustment. Exception to the preceding is a Marine who has not been provided the opportunity to take at least 15 days CONUS leave (either annual or convalescent) during current overseas tour (including while in CONUS in hospitalized/medical hold status). That Marine may be authorized annual leave not to exceed 15 days prior to executing PCS orders directing return to an overseas duty station. That annual leave will not result in an RTD adjustment. (Refer to Chapter 7 Section 1 LEAVE INFORMATION).

TABLE 5-6--REESTABLISH DEAF, PEBD, ECC, AND EOS DATES

R U L E	A	B	C	D
	If the enlistment is the	and the	then	example
1	first enlistment in a Reserve component after 28 November 1989	Reserve Optional Enlistment Program (ROEP) enlisted under Component Code K4 (6x2), K8 (3x5), K9 (4x4), or B5 (5x3)	enlistee assumes a full 8-year obligation under 10 U.S.C.; contract date establishes DEAF. The contract date plus 8 years minus 1 day, establishes the ECC, and EOS. The PEBD is equal to date entered AD.	Signed contract on 920601 established: DEAF 19920601 PEBD 19920801 ECC 20000531 EOS 20000531
2	(Delayed Entry Program) first agreement to enlist in USMC enlistee signs agreement for poolee, until preservice investigation is completed, at which time enlistee signs a new USMC contract	Marine Corps met commitments of contract and the enlistee signed USMC contract, was assigned to AD as contracted, and is returning to the IRR to complete 8-year military obligation	the contract establishes the DEAF. The 1 <sup>st</sup> contract (USMC) date plus 8 years minus 1 day, establishes the EOS, The PEBD is equal to date entered AD.	1 <sup>st</sup> contract establishes: DEAF 19920601 Discharged 19920905  2d contract USMC (4Yr) Signed 19920906 Join ACDU 19920906 PEBD 19920906  ECC 20000531

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## Section 6: OFFICER DATES

### 50600. INTRODUCTION

1. The various Officer Dates section contains items such as Active Naval Service Base Date, Military Pilot Designation Date, Date Accepted First Commission, Date of Rank First Commission Limited Duty Officer, etc. Detailed reporting information is indicated in the following paragraphs.

2. Diary input authority is indicated for HQ, Reg or Res. Type Transaction Code (TTC) statements for this section are shown below with the input authority and corrections indicator immediately following the statement.

	REPORTING AUTHORITY	DEL/ ADD	DEL/ ERR
036 000 OFF SVC __TO__	HQ REG	N	N
086 000 ACNAVSEVBASE_____	HQ	N	N
087 001 MIL PILOT DESIG_____	HQ RES	N	N
240 000 DATE AFC_____	HQ RES	N	N
241 000 DATE RFC_____	HQ RES	N	N
*242 000 DATE FLDO	HQ	N	N
*242 001 DATE FLDO_____	HQ	N	N
255 000 SERVICE DATE_____	HQ	N	N
296 001 ACDU OFFSERV BASE DATE____	HQ REG RES	N	N
456 000 OPFLY BASE DATE _____	HQ REG RES	N	N

\* Not used.

### 50601. OFFICER SERVICE DATES (TTC 036)

Report this transaction for a Marine requesting retirement as an Limited Duty Officer (LDO) with no other previous officer service or previous Warrant Officer service. If an enlisted Marine requests retirement or transfer to the FMCR and is a former officer, inclusive dates of service as an officer must be reported. If the Marine requesting retirement is an LDO with temporary officer service (prior to acceptance of the LDO appointment) this transaction will be reported.

TTC 036 000 OFF SVC \_\_TO\_\_|

8-byte from date \_\_\_\_\_↑

8-byte to date\_\_\_\_\_↑

### 50602. ACTIVE NAVAL SERVICE BASE DATE (TTC 086)

The Active Service Base Date is a constructed date computed from active naval service performed as an officer, warrant officer, or enlisted person in the Marine Corps or Navy. The periods of creditable active naval and Marine Corps service are recorded on the Marine's enlistment contract/application and/or appointment acceptance record. The active naval service control date is computed from this information. This date is entered into MCTFS after appointment to an LDO grade. This date is the control date governing involuntary retirement upon completion of 30 years of active naval service for officers designated for limited duty. The control date should **not** be confused with the ARMED FORCES ACTIVE DUTY BASE DATE. Report as follows:

TTC 086 000 ACNAVSEVBASE\_\_\_\_\_|

8-byte ED (YYYYMMDD) \_\_\_\_\_↑

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### 50603. DATE DESIGNATED MILITARY PILOT/NAVAL FLIGHT OFFICER (TTC 087)

This is the date on which the Marine was first designated a naval aviator, naval flight officer or military pilot in any branch of the Armed Forces. Report as follows:

TTC 087 001 MIL PILOT DESIG \_\_\_\_\_ HIST: \_\_\_\_\_ | (CMC (MMOA))

8-byte ED (YYYYMMDD) \_\_\_\_\_

Enter the type of designation \_\_\_\_\_

### 50604. DATE ACCEPTED FIRST COMMISSION (AFC), (TTC 240)

A change or correction of this date will be made only when it is not in agreement with the Marine's initial appointment acceptance and record form or as authorized by the CMC (MROA). Report as follows:

TTC 240 000 DATE AFC \_\_\_\_\_ |

8-byte ED (YYYYMMDD) AFC \_\_\_\_\_

### 50605. DATE OF RANK FIRST COMMISSION (RFC), MARINE CORPS (TTC 241)

1. A change or correction of this date will be made only when it is not in agreement with the Marine's initial Appointment Acceptance and Record or as authorized by the CMC (MROA/MMPR). In the case of warrant officers being promoted to CW02, the change or correction is made by MMPR. Report as follows:

TTC 241 000 DATE RFC \_\_\_\_\_ |

8-byte ED (YYYYMMDD) \_\_\_\_\_

2. The periods of creditable active naval and Marine Corps service are recorded on the Marine's enlistment contract/application and/or Appointment Acceptance and Record. The active **naval** service control date is computed from this information. This date is entered into the MCTFS after appointment to an LDO grade. This date is the control date governing involuntary retirement upon completion of 30 years of active naval service for officers designated for limited duty. The control date should **not** be confused with the ARMED FORCES ACTIVE DUTY BASE DATE.

### 50606. SERVICE DATE (TTC 255)

All regular officers who have a service date with the exception of temporary officers, LDO's above the grade of captain, warrant officers, women officers and officers commissioned after 15 September 1981. Total commissioned service of a male officer of the Marine Corps who has served continuously on the active list since appointment in the grade of second lieutenant is computed from June 30th of the year in which the Marine accepted that appointment. Any officer who accepts a commission prior to June 30th is service dated as being of that year, or accepts one subsequent to June 30th is service-dated as being of the next year. Report as follows:

TTC 255 000 SERVICE DATE \_\_\_\_\_ |

8-byte year (YYYYMMDD) \_\_\_\_\_

### 50607. ACTIVE DUTY OFFICER SERVICE BASE DATE (TTC 296)

1. This will be the original date of acceptance for officers having continuous active status, but will be an adjusted date for those having broken officer service.

2. The Officer Service Base Date (OSBD) must be later than the Pay Entry Base Date (PEBD). This entry can only be reported by the CMC (MMOA-2), MATSG Pensacola, MATSG Corpus Christi, and MATSG, Meridian, MS.



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TTC 296 001 ACDU OFFSERV BASE DATE\_\_\_\_

8-byte date (YYYYMMDD)\_\_\_\_\_↑

50608. OPERATIONAL FLYING TIME BASE DATE (TTC 456)

This TTC will be used to report or correct the Operational Flying Time Base Date (OPFLY Base Date) and can only be reported by CMC (MMOA-2) MATSG Pensacola, MATSG Corpus Christi, and MATSG, Meridian, MS. This date will be the same as the Aviation Service Entry Date, except for those who began flight training before being commissioned. The OPFLY Base Date will be adjusted to exclude broken aviation service.

TTC 456 000 OPFLY BASE DATE \_\_\_\_\_|

8-byte date (YYYYMMDD)\_\_\_\_\_↑

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## Section 7: DEPENDENT DATA

### 50700. INTRODUCTION

1. The different categories of Dependent Data are items such as Adding/Losing a Dependent family member, Changing a Dependent family member's Location, etc. Detailed reporting information is indicated in the following paragraphs.

2. Diary input authority is indicated for HQ, Reg or Res. Type Transaction Code (TTC) statements for this section are shown below with the input authority and corrections indicator immediately following the statement.

	REPORTING AUTHORITY	DEL/ ADD	DEL/ ERR
088 000 DEPN ADD _____	HQ REG RES	Y	N
089 000 DEPN LOSS _____	HQ REG RES	N	N
090 000 DEPN LOC _____	HQ REG RES	N	N
091 000 DEPN LOC ALL _____	HQ REG RES	N	N
100 000 DEPN CERT/RECERT COMPL DATE _____	HQ	N	N
407 000 DDLB _____	HQ REG RES	N	N
417 000 DGLC _____	HQ REG RES	N	N

### 50701. FAMILY MEMBERS INFORMATION (TTC 088/089/090/091/417)

1. Family Member's information contained in the MCTFS includes the type of family member, DOB, present location, geographic location, and date geographic location began of the family member. The information is to be reported and kept current for all family members as defined in the DoDFMR, Vol 7A. Refer to MCO P1751.3 for requirements to qualify as a family member.

a. To add a family member, report the following statement:

TTC 088 000 DEPN ADD \_\_\_\_\_|

Relationship Code \_\_\_\_\_  
from MCO P1080.20

12-byte First Name \_\_\_\_\_

1-byte Middle Initial \_\_\_\_\_

20-byte Last Name \_\_\_\_\_  
(Report a 4-byte cadency code one space after last character in last name)

8-byte DOB (YYYYMMDD) \_\_\_\_\_

3-byte County Code \_\_\_\_\_  
(or foreign country numeric code)

3-byte numeric State Code \_\_\_\_\_  
(or foreign country alpha code)

4-byte City Code \_\_\_\_\_

8-byte ED of DEPN ADD (YYYYMMDDDD) \_\_\_\_\_

**NOTE 1:** Use a HIST statement to report a location if the county/parish is unknown. Effective date for adding a spouse is the Date of Marriage.

**NOTE 2:** Reporting units need not report Spouse SGLI when reporting TTC 088 (above) with a DEPN CODE of 'WO', 'HO', 'MW' or 'MH', unless the Marine elects reduced (in increments of \$10,000) or no coverage on their spouse. In that event, the Marine fills out SGLV form 8286A (available for download and print from the MISSA website).

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b. To report the loss of a dependent family member, report as follows:

TTC 089 000 DEPN LOSS \_ \_ \_ \_ \_ |

Relationship Code \_  
from MCO P1080.20  
12-byte First Name \_  
1-byte Middle Initial \_  
20-byte Last Name \_  
(Report a 4-byte cadency code one space  
after the last character in the last name.)  
8-byte DOB (YYYYMMDD) \_  
1-byte Reason for Loss Code \_  
(See **NOTE**)  
8-byte ED of DEPN ADD (YYYYMMDD) \_

**NOTE:** Reason for Loss codes are:

A = Death	F = Marriage	K = Not Student
B = Divorce	G = On Active Duty	L = Not In Household
C = Annulment	H = Court Order	M = Income Over 50%
D = Emancipated	I = Less Than 50% Support	N = Fail to Re-certify
E = Adoption by Other	J = Not Incapacitated	Y = Other

(These codes are not currently in the CodesManual. They are here in the PRIM until such time that they are added to the CodesManual.)

c. To change a family member's location report as follows:

TTC 090 000 DEPN LOC \_ \_ \_ \_ \_ |

Relationship Code \_  
from MCO P1080.20  
12-byte First Name \_  
1-byte Middle Initial \_  
20-byte Last Name \_  
(Report a 4-byte cadency code one space  
after the last character in the last name.)  
8-byte DOB (YYYYMMDD) \_  
3-byte County Code \_  
(or foreign country numeric code)  
3-byte Numeric State Code \_  
(or foreign country Alpha code)  
4-byte City Code \_

**NOTE:** Defense Eligibility Enrollment Reporting System (DEERS) information will match MCTFS.

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2. Use the following statement when the new location is the same for all dependent family members:

```
TTC 091 000      DEPN LOC ALL  _ _ _ _ |HIST: _ _ _ _ |
3-byte County Code  _ _ _ _  ↑
(or foreign country numeric code)
for the new location
2-byte numeric state code  _ _  ↑
(or foreign country alpha code)
4-byte City Code  _ _ _ _ _  ↑
If code cannot be completely constructed,
use history statement  _ _ _ _ _  ↑
```

- a. MCTFS can accommodate an unlimited number of dependents.
- b. Correcting dependent family member information.

(1) If a family member is not shown in the MCTFS record, report a DEPN ADD statement to add the dependent family member to the record.

(2) If a family member is shown in the MCTFS record, but is not a family member of the Marine, contact the local MISSO for assistance in removing the family member from the record.

(3) Dependents that are approved by CMC **must** be removed by CMC (RUC 548XX). This entry will delete the dependent family member from the dependent information in the MCTFS and build a new remark that will contain the dependent family member information and the effective date of the loss.

c. If the DEPENDENT TYPE or DOB is incorrect, report a DEL/ADD with a DEPN ADD statement. Report the family member information that is currently resident on the MCTFS record in the DEL portion of the statement. Report the correct family member information in the ADD portion of the statement. **Do not report a DEPN LOSS to correct erroneous family member information such as type or DOB.**

50702. DATE DEPENDENTS LOCATION BEGAN (DDLB)(TTC 407)

The data element DDLB is the date that the Marine physically locates dependent family member who are entitled to transportation at Government expense in the same geographical area as the Marine's duty station or in any other geographical area which represents a change from the dependent family member's previous location. DDLB will be reported on the UD at the time the information becomes known to the RU. This date is used by personnel monitors at CMC (MMAO/MMEA) in conjunction with family member location data to manage the PCS budget. Use the following statement to report DDLB per Table 5-9:

```
TTC 407 000      DDLB _ _ _ _ _ |
8-byte ED (YYYYMMDD)  _ _ _ _ _  ↑
```


50703. DEPENDENTS GEO-LOCATION CODE (DGLC) (TTC 417)

1. The data element identifies the geographic area to which the Marine's dependent family member are located. The first three bytes of the ZIP code for the area where the dependent family member are located will be reported as the DGLC. This element also identifies the location of family member's acquired through marriage, adoption, or other action during the course of a Marine's current tour of assigned duty. The DGLC is used in conjunction with the Marine's Advanced Geo-Location Code (AGLC) and Geo-Location Code (GLC) for DoD personnel turbulence reporting requirements. The DGLC appears on the BIR as an audit item, subject to

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field change. The DGLC is taken into consideration when determining the Marine's future assignment. Report as follows:

TTC 417 000      DGLC\_\_\_\_\_ |  
  
First 3-bytes of the  
ZIP code for the area  
where the dependent family  
member is located \_\_\_\_\_



### 2. Reporting of family member's information is required upon:

a. Acquisition of a New or Additional Family member. This is reported when the dependency BAH application is approved by the local commander. Addition of dependent family member resulting from dependency determination by the CMC is reported by the CMC (MHP) at the time determination is made. A separate UD statement is required to report each family member.

b. Loss of a dependent family member. Loss of a family member could occur as a result of divorce, death, marriage of children, or children no longer qualifying as a family member because of their age. Loss of all dependent family members is reported per above. Dependent loss for family members which require dependency determination by the CMC (MHP-20) will be input by the CMC (MHP-20) from information provided by CO's as required by MCO P1751.3. The CMC (MHP-20) will report DEPN LOSS when annual dependency determination results in the loss of a parent, as well as, upon notification of dependent family member loss by unit commanders.

c. Change of dependent family members Location. A nine-character code is used to indicate location. This code is used as follows:

(1) Locations within one of the 50 states are reported by using a nine-character county/state/city code. The first three characters represent county or parish, the next two represent the state code, and the last four represent the city, as shown in the reference. For example, Detroit, Michigan is in Wayne County. The code for Wayne County is 163. The code for Michigan is 26. The code for Detroit is 1260. The nine-character code to report location in Detroit, Michigan is 163261260.

(2) Locations outside the 50 states use geographical codes. The first three characters are always the numeric code and the next two characters are the geographical code as shown in the reference. For example: the code for Calcutta is 3000, India is IN. The nine-character code to report Calcutta India is 455IN3000.

(3) When the location is classified, the UD remark will report 000ZZ0000 as the nine character code.

(4) When the dependent location or appropriate code is unknown, use zeros to complete the nine-character code. For example, if the location is unknown, the code would be 000000000. If the state were known, but the county is not known, the first three characters would be 000, followed by a valid two character state code and the four byte city code if known, or zeros. Whenever location or code is unknown (and zeros are used), report the actual location or circumstances in a historical statement.

3. When reporting dependent family member information, it is necessary to positively identify the dependent family member. This is why it is necessary to report type of dependent, DOB and location. Type of dependent family member is reported by use of the appropriate abbreviation from MCO P1080.20.

### 50704. DEPENDENT CERTIFICATION (TTC 100)

1. Credit of BAH for dependent family members that cannot be approved by the Unit Commander under MCO P1751.3 must be Certified and reported by CMC (MHP-20). Once approved by CMC, see Chapter 8 to report appropriate BAH information.

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<u>DEPENDENT CERTIFICATION CODE</u>	<u>DESCRIPTION</u>
0 (Zero)	None
B	Dependent Child
F	Father
L	Guardian who stood in Loco Parentis
M	Mother
5	Mother in Law
6	Father in Law
8	Ward Legal custody by Court Order
	Y Son or daughter over 21
	years, Incapacitated
	or Full Time-Support

TTC 100 000      DEPN\_\_\_\_CERT/RECERT COMPL DATE \_\_\_\_\_|

1-byte dependent  
certification code

8-byte ED (YYYYMMDD) member certified/re-certified

**NOTE 1:** Entitlement to BAH for Father, Mother, Mother-In-Law, Father-In-Law, Son or Daughter (over 21 years, incapacitated or full-time student), LOCO Parentis (Mother, Father or Guardian) and Ward (female or male) may only be reported by CMC.

**NOTE 2:** When a change, add, or delete dependent family member statement attempts is illogical; for example, deletion of a dependent family member not present on the CMF or the addition of an 11th dependent family member, the statement will fail. After analysis of the dependent family member information contained on the CMF, the appropriate change must be resubmitted.

## 2. Correction of erroneous information in the MCTFS record:

a. If a dependent family member is not shown in the MCTFS record, report a DEPN ADD statement to add the dependent family member to the record.

b. If a dependent family member is shown in the MCTFS record, but is not a dependent of the Marine, report a DEPN LOSS statement to remove the dependent family member from the record.

c. If either dependent TYPE or DOB is incorrect, take the following action to remove the erroneous information and enter the correct information:

(1) Report the appropriate DEPN LOSS statement. ALWAYS PRECEDE THE DEPN LOSS STATEMENT WITH AN ACTION DATE THAT IS EARLIER THAN THE UD DATE. For example, if the date of the UD is 20001002, the action date for the DEPN LOSS statement must be 20001001 or earlier.

(2) Report a DEPN ADD statement to reenter the dependent family member with the correct information.

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TABLE 5-7--DATE DEPENDENTS LOCATION BEGAN (DDLB)				
R U L E	A	B	C	D
	If the Marine is an	and	then	TTC
1	initial join for recruit training	has no dependents	the Marine will not have a DDLB	
2		has dependents	the DDLB will be one day after the join date at the Marine's first duty station after recruit training and schooling	
3	AD member	acquires a dependent for the first time	the DDLB will be the date the dependent was acquired	
4		moves dependents at Government	the DDLB will be the date the dependents arrived at the new location	
5		acquires or relocates a spouse on AD in the U.S. Armed Forces	the Marine will not have a DDLB if no other dependents are involved	
6		loses the eligible dependent; for example, death or divorce	report DDLB 000000	407 000

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## Section 8: TEST SCORES

### 50800. INTRODUCTION

1. The different categories of Test Scores are Armed Forces Qualification Test, General Classification Test, Defense Language Aptitude Battery Test, Aptitude Radio Code Test, Armed Services Vocational Aptitude Battery Test, etc. Detailed reporting information is indicated in the following paragraphs.

2. Diary input authority is indicated for HQ, Reg or Res. Type Transaction Code (TTC) statements for this section are shown below with the input authority and corrections indicator immediately following the statement.

	REPORTING AUTHORITY	DEL/ ADD	DEL/ ERR
202 003 AFQT ASVAB ____ PCT ____	HQ	N	N
204 003 GCT TOTAL__RV__AC__AR__PA__	HQ	N	N
204 004 GCT DELETE TDATE____	HQ	N	N
210 001 EDPT SCORE_____	HQ	N	N
213 000 DLAB____TEST DATE____	HQ	N	N
214 002 EDPT DELETE	HQ	N	N
222 001 ARC____TEST DATE____	HQ	N	N
232 000 ARC DELETE____	HQ	N	N
264 000 ADAPT TEST FORM__TOT__ACH__DEPADJFAK____	HQ	N	N
271 000 ASVAB__VER__GT__MM__EL__CL____	HQ	N	N

### 50801. ARMED FORCES QUALIFICATIONS TEST (AFQT) (TTC 202)

This transaction is reported to update the AFQT Form Number, AFQT Score fields, and is reported by RUC's 54803, 32093 and 34030. Report as follows:

TTC 202 003 AFQT ASVAB \_\_\_\_ PCT \_\_\_\_|

3-byte  
form number →

2-byte percentile →

### 50802. GENERAL CLASSIFICATION TEST (GCT) (TTC 204)

Administration of the GCT is limited to commissioned and warrant officers only. Report as follows:

TTC 204 003      \_\_\_\_GCT TOTAL\_\_RV\_\_AC\_\_AR\_\_PA\_\_|

8-byte ED (YYYYMMDD)  
Date of test →

3-byte "standard" score, if less  
than 100 precede with a '0' (zero) →

**NOTE:** If the date recorded in the RU's records is shown as year and month only, then report the day as 01 (for **EXAMPLE**, 20000801).

TTC 204 004      GCT DELETE TDATE\_\_\_\_|

8-byte ED (YYYYMMDD) of test →

### 50803. DEFENSE LANGUAGE APTITUDE BATTERY (DLAB)(TTC 213)

1. The DLAB is designed to identify individuals having an ability to learn a foreign language. Report as follows:



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TTC 213 000                      DLAB \_\_\_\_\_ TEST DATE \_\_\_\_\_ |

3-byte "standard" test score, if less than 10, precede with '00' (two zeros) \_\_\_\_\_

8-byte ED (YYYYMMDD) (Date of test) \_\_\_\_\_

2. To delete DLAB scores report the following:

TTC 213 000                      DLAB 000 TEST DATE \_\_\_\_\_ |

Enter zeros to delete score \_\_\_\_\_

8-byte ED (YYYYMMDD) of test \_\_\_\_\_

**NOTE:** If the date recorded in the RU's records is shown as year and month only, then report the day as 01, for **EXAMPLE**, 20000801.

50804. ARMY RADIO CODE (ARC)(TTC 222/232).

1. The ARC is designed to measure aural abilities and sound recall. Report as follows:

TTC 222 001                      ARC \_\_\_\_\_ TEST DATE \_\_\_\_\_ |

3-byte test score, if less than 100 precede with a zero \_\_\_\_\_

8-byte ED (YYYYMMDD) of test \_\_\_\_\_

2. To delete ARC report as follows:

TTC 232 000                      ARC DELETE \_\_\_\_\_ |

8-byte DOA (YYYYMMDD) \_\_\_\_\_

50805. TEST DATA

1. If any classification/language test information is missing or incomplete, forward corrective action to the CMC (MA) a certified true copy of the following source document: Classification Tests - DD Form 1966/1; Language Tests - DA Form 330. If these are not available, verify classification/language scores within CICS. Refer to MCO 1230.5 for specific guidance.

2. Accurate classification testing information within the MCTFS is imperative, since classification test scores are a vital prerequisite for reenlistment, lateral moves, commissioning programs, etc. Test scores must be resident in the MCTFS to be considered "Official Scores of Record". In order to be used for classification and assignment purposes. No action can be taken on AA tests, ACB61, or GCT (enlisted) scores that were used prior to inception of the ASVAB.

50806. ARMED SERVICES VOCATIONAL APTITUDE BATTERY (ASVAB) (ENL ONLY) (TTC 271)

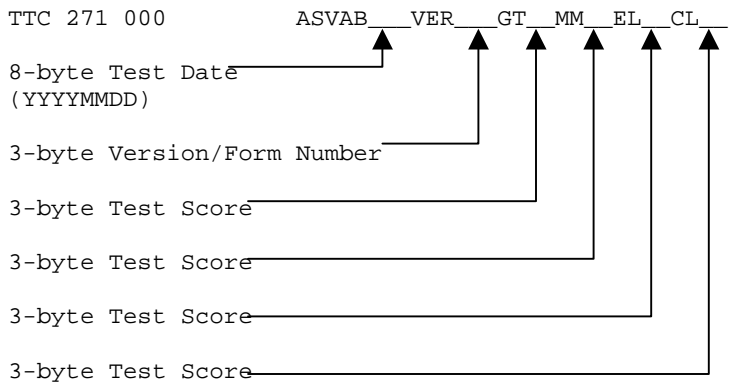
1. On 1 October 1984, the ASVAB was replaced by the Armed Forces Classification Test (AFCT) (i.e., General Technical (GT), Electronics (EL), Mechanical Maintenance (MM), Clerical (CL) for in-service re-testing). Both the ASVAB and AFCT scores are resident in the MCTFS record and are input and maintained by CMC (Code MPP-50).

2. ASVAB/AFCT scores will be reported on the following occasions:

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- a. Upon reenlistment following separation from AD if separation is not in excess of 180 days.
- b. Upon reestablishment of a missing record from the MCTFS database.
- c. Upon reconciliation of existing test score discrepancies.
- d. Retest.

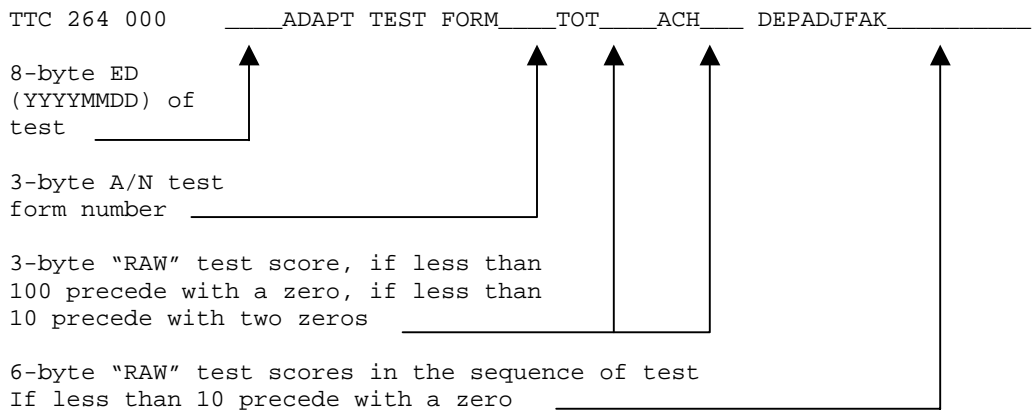
3. HQMC may report ASVAB Composite Scores (TTC 271 000). ASVAB 'raw' scores within MCTFS have been deleted. For Composite Scores only, report as follows:



**NOTE:** If the date recorded in the RU's records is shown as year and month only, then report the day as 01.

### 50807. DEPARTMENT OF DEFENSE ADAPTABILITY SCREENING TEST (DoD ADAPT)(TTC 264)

The DoD Adaptability Screening Test is administered at the MEPS to all applicants for the Armed Forces beginning in 1990. These data elements are controlled by CMC. Report as follows:



**NOTE:** If the date recorded in the unit's records is shown as year and month only, then report the day as 01, for **EXAMPLE**, 20000801.

### 50808. ELECTRONIC DATA PROCESSING TEST (EDPT)(TTC 210/214)

1. The EDPT is an aid in the selection of personnel for training in the data processing field. Report as follows:

TTC 210 001            EDPT SCORE\_\_\_\_\_ |

3-byte test score, if less  
than 100 precede with a zero,  
if less than 10 precede with  
two zeros for example, 99 will  
be reported as 099 and 8  
will be as 008

8-byte ED (YYYYMMDD) of test



2. To delete EDPT scores report as follows:

TTC 214 002            \_\_\_\_\_EDPT DELETE |

8-byte DOA (YYYYMMDD)



**NOTE:** If the date recorded in the RU's records is shown as year and month only, then report the day as 01 (i.e., 200008**01**).

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## Section 9: MILITARY SKILL

### 50900. INTRODUCTION

1. The different categories of Military Skill are those items that pertain to Military Occupational Specialty (MOS), such as Training School Obligation Date, Supplementary MOS, Primary MOS, Additional MOS, Projected Training Completion Date, etc. Detailed reporting information is indicated in the following paragraphs.

2. Diary input authority is indicated for HQ, Reg or Res. Type Transaction Code (TTC) statements for this section are shown below with the input authority and corrections indicator immediately following the statement.

	REPORTING AUTHORITY	DEL/ ADD	DEL/ ERR
060 000 TRAIN SCH OBG_____	HQ	N	N
168 000 REQ SMOS _____	HQ REG	N	N
169 000 SMOS_____	HQ REG	N	N
171 000 IMOS_____	HQ	N	N
176 000 PRIMARY MOS_____ED_____	HQ REG RES	Y	Y
176 001 CONVERT MOS_____TO_____ED_____	HQ	N	N
176 002 ADMOS_____CODE_____ED_____	HQ REG RES	N	Y
176 003 PRIMARY MOS_____VOID ED_____	HQ	N	Y
176 004 ADMOS_____VOID ED_____	HQ REG RES	N	Y
177 000 BILMOS_____	HQ REG RES	N	N
177 001 CONVERT BILMOS _____	HQ	N	N
194 000 JMOS_____FR_____TO_____MCC_____ED_____	HQ	N	Y
194 001 JMOS_____ED_____	HQ	N	Y
418 000 FST COMPL_____	HQ REG RES	N	N
418 001 MOJT COMPL_____	HQ REG RES	N	N
418 002 OJT COMPL_____	HQ REG RES	N	N
419 001 PCTD_____IMOS_____	HQ REG RES	N	N

### 50901. TRAINING/SCHOOL OBLIGATION DATE (TTC 060)

This establishes the termination date (pay-back-date) of military obligation associated with personnel who participated in Marine Corps-sponsored education or training in excess of 20 weeks. The termination date is determined from the graduation date or training completion date and the length of obligation incurred with specific programs. Report as follows:

TTC 060 000 TRAIN SCH OBG\_\_\_\_\_ (CMC (MMOA))

1-byte training school obligation code \_\_\_\_\_

8-byte ED (YYYYMMDD) termination of the obligation \_\_\_\_\_

### 50902. MILITARY OCCUPATIONAL SPECIALTY (MOS) (TTC 168/169/176)

1. The Marine's MOS is a numeric code denoting the military occupational skills and qualifications of the Marine.

2. MOSs are assigned to Marines per instructions contained in MCO P1200.7. Refer to MCO P1000.6, chapter 2 for officer MOS changes and chapter 3 for enlisted MOS changes. When a SMCR member joins a unit and **does not** possess the hard skill MOS for the billet in which he is filling, report a basic MOS as the primary MOS per MCO P1001R.1.

3. The number of individuals who have a training Primary Military Occupational Specialty (PMOS) on file without a corresponding Intended MOS the system allows for late reporting of a hard skill PMOS by school commands after a member is transferred. Zeros will no longer post to the Intended MOS.

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4. Those Marines in the Enlistment Bonus Program (EBP) (refer to Chapter 9, Section 12 BONUS) will be assigned a primary MOS per requirements set forth in MCO 1130.57.

5. The RU may report the change of an officer's basic MOS to its related Primary MOS only (i.e., 0301 to 0302 or 6501 to 6502). Additional MOS's cannot be changed by the RU. Refer to MCO P1000.6 for additional information.

6. Upon promotion to SSgt, the MOS is not automatically changed to the appropriate MOS (ie., 0193, 0369, 3529, etc.). When a Marine is promoted above the grade ceiling for the PMOS held commanders will change the Marine's PMOS to the career progression MOS unless the MOS manual specifically requires completion of career progression training prior to assigning that MOS.

TTC 176 000      PRIMARY MOS \_\_\_\_\_ ED \_\_\_\_\_ |  
 4-byte Primary MOS \_\_\_\_\_ ↑      ↑  
 8-byte ED (YYYYMMDD) \_\_\_\_\_

**NOTE:** Corrections to a Primary MOS may be made utilizing the DEL/ADD method, or DEL/ERR. Do not report 4 zero's (0000) for the ADD portion of the DEL/ADD statement. When DEL/ERR is reported the Primary MOS from the remark, if any, with the latest assignment date will move up and replace the PMOS that was deleted.

50903. ADDITIONAL MILITARY OCCUPATIONAL SPECIALTY (ADMOS) (TTC 176)

MCTFS will store up to twelve ADMOS occurrences along with an effective date for each ADMOS. This information is displayed on the MCTFS TMOS/TBIR screens and the MOS 144 remark. The ADMOS for an officer can be updated by the following RUC's **only**: 06015, 06041, 06050, 06080, 06116 and CMC RUC's 548XX and 88740. Report as follows:

TTC 176 002      ADMOS \_\_\_\_\_ CODE \_\_\_\_\_ ED \_\_\_\_\_ |  
 4-byte numeric MOS \_\_\_\_\_ ↑      ↑      ↑  
 1-byte numeric ADMOS designator  
 code (See **NOTE**) \_\_\_\_\_  
 8-byte ED (YYYYMMDD) \_\_\_\_\_

**NOTE 1:** Report a '1' to post as 1<sup>st</sup> ADMOS, '2' to post as 2<sup>nd</sup> ADMOS, and a '0' (zero) to post as any other ADMOS. These are the only valid codes acceptable.

**NOTE 2:** Only Higher Headquarters RUCs may report 176 002 with an ADMOS of '8611'.

TTC 176 004      ADMOS \_\_\_\_\_ VOID ED \_\_\_\_\_ |  
 4-byte numeric MOS \_\_\_\_\_ ↑      ↑  
 8-byte ED (YYYYMMDD) \_\_\_\_\_

50904. SUPPLEMENTARY MILITARY OCCUPATIONAL SPECIALTY (SMOS) (TTC 168/169).

1. This alternative means of increasing officer allocations to traditionally short MOS's. An SMOS will be allocated to each **unrestricted officer** selected to the grade of Captain, in a separate proceeding after the selection process has been completed.

2. An SMOS will not be reported on enlisted Marines, Warrant Officers, Chief Warrant Officers, or Limited Duty Officers.

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- a. To request the SMOS report the following:

TTC 168 000 REQ SMOS\_\_\_\_\_| (CMC (MMOA))  
 4-byte 1<sup>ST</sup>, 2<sup>ND</sup>, 3<sup>RD</sup> SMOS\_\_\_\_\_↑↑↑

- b. To approve the SMOS report as follow:

TTC 169 SMOS\_\_\_\_\_| (CMC (MMOA))  
 4-byte SMOS\_\_\_\_\_↑

## 50905. VOID PRIMARY MOS (TTC 176)

When void is reported by CMC, the Primary MOS will post to the MOS 144 RMK with the void date and send an advisory to the RU. Report as follows:

TTC 176 003 PRIMARY MOS\_\_\_\_\_VOID ED\_\_\_\_\_|  
 4-byte numeric MOS \_\_\_\_\_↑  
 8-byte ED (YYYYMMDD) \_\_\_\_\_↑

## 50906. PROJECTED TRAINING COMPLETION DATE (PTCD)/INTENDED MILITARY OCCUPATIONAL SPECIALTY (IMOS) (TTC 419)

1. The PTCD and IMOS are used by the CMC (MMEA) to project the future MOS of personnel in the training pipeline to plan for assignment.
2. For those personnel attending initial MOS formal school training, the PTCD/IMOS will be reported by the RU. This information will be reported when the anticipated school completion date and MOS to be assigned upon completion of the formal schooling is known.
3. Upon assignment to OJT and MOJT, an PTCD/IMOS will be reported by the RU to which the Marine is assigned for training.

TTC 419 001 PTCD\_\_\_\_\_IMOS\_\_\_\_\_|  
 8-byte ED (YYYYMMDD) anticipated completion \_\_\_\_\_↑  
 5-byte first 4-bytes valid MOS immediately followed by a 1-byte code 'A' or 'B'. See para 50908 below. \_\_\_\_\_↑  
 (i.e, 0131A)

**NOTE:** Upon assignment of IMOS as a Primary MOS (Code 'A') or, Additional MOS (Code 'B'), the IMOS will be zeroed out. Additionally, the PTCD Date cannot be greater than the DOA of the diary being prepared.

## 50907. CONVERT MOS (TTC 176 001)

Report converting a Primary or Additional MOS as follows:

TTC 176 001 CONVERT MOS\_\_\_\_\_TO\_\_\_\_\_ED\_\_\_\_\_|  
 4-byte numeric OLD MOS \_\_\_\_\_↑  
 4-byte numeric NEW MOS \_\_\_\_\_↑  
 8-byte ED (YYYYMMDD) \_\_\_\_\_↑

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## 50908. INTENDED MILITARY OCCUPATIONAL SPECIALTY (IMOS) (TTC 171)

The IMOS identifies the PMOS designation trainees will receive above the basic level (recruits not included) upon completion of formal schools, OJT, MOJT, or field skill training (FST).

TTC 171 000 IMOS\_\_\_\_\_ | (CMC (MMOA/MMEA/RAM))

5-byte Intended MOS \_\_\_\_\_  
 First 4-bytes is valid MOS  
 immediately followed by a  
 1-byte code 'A' is Primary  
 MOS or 'B' Additional MOS.  
 (i. e., 0131A)

## 50909. BILLET MOS (BILMOS) (TTC 177)

1. Report the billet MOS for the T/O billet currently being filled by the Marine. The billet MOS for Marines filling a T/O billet must be a valid MOS contained in MCO P1200.7. All Marines filling a T/O billet will be assigned the billet MOS for that T/O line, even if the number of Marines assigned to the billet is in excess of the billets authorized for that line. However, an enlisted Marine will not be assigned an officer's MOS as a billet MOS even though serving in an officer billet. Report 9916 for enlisted Marines serving in officer billets. Enlisted personnel can be assigned any enlisted MOS as a billet MOS while serving in that billet; for example, a SSgt serving in a 1stSgt billet can be assigned a billet MOS 9999. A basic MOS will not be assigned as a billet MOS.

2. Personnel attending formal schools normally are carried in a nonchargeable status, strength category 'A'. Report billet MOS as four zeros. These Marines will be further identified in the MCTFS by reporting the IMOS when it is known which MOS will be assigned upon completion of the formal school.

3. In addition to the circumstance referred to above, BILMOS 0000 will also be reported for a Marine whose status is changed from chargeable to not chargeable. Report the appropriate billet MOS when the Marine is returned to a chargeable status.

4. Marines assigned on-the-job-training (OJT) and managed on-the-job training (MOJT) will be assigned a billet MOS of the MOS they are filling and the IMOS will be reported. Report as follows:

TTC 177 000 BILMOS\_\_\_\_\_ |

4-byte Billet MOS \_\_\_\_\_

or

TTC 177 001 CONVERT BILMOS \_\_\_\_\_ | (CMC (MMOA/MMEA-ONLY))

4-byte Billet MOS \_\_\_\_\_

## 50910. ACTUAL TRAINING COMPLETION DATE (ATCD) (TTC 418)

The date indicates a Marine completed training and qualified for assignment of a PMOS. This date may be used in conjunction with date joined for training to determine actual training time from recruit graduation to MOS qualification. The following statements will automatically generate the ATCD:

TTC 418 000 FST COMPL\_\_\_\_\_ |

TTC 418 001 MOJT COMPL\_\_\_\_\_ |

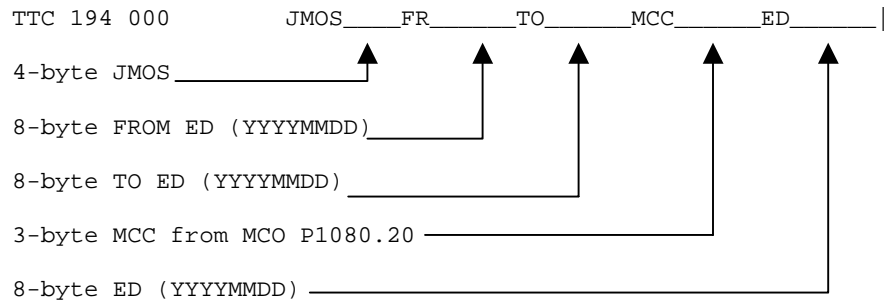
TTC 418 002 OJT COMPL\_\_\_\_\_ |

8-byte ED (YYYYMMDD) or  
 zeros, if appropriate \_\_\_\_\_

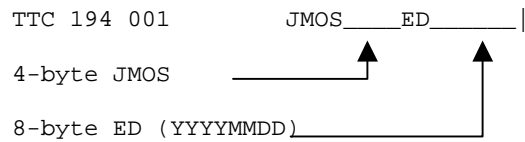
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50911. JOINT MILITARY OCCUPATIONAL SPECIALTY (JMOS)(TTC 194)

1. Marine officers who have been assigned to a joint billet, will have the below information input by the CMC (MMOA).



2. When an individual has attended a joint military school but has not been assigned to a designated joint billet, report as follows:





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## Section 10: MILITARY EDUCATION (SCHOOL DATA)

### 51000. INTRODUCTION

1. This section contains information about School Data. Detailed reporting information is indicated in the following paragraphs.

2. Diary input authority is indicated for HQ, Reg or Res. Type Transaction Code (TTC) statements for this section are shown below with the input authority and corrections indicator immediately following the statement.

	REPORTING AUTHORITY	DEL/ ADD	DEL/ ERR
083 000 STRT SCOL_____	HQ REG RES	N	N
083 001 CID FY____ CLASS NUMBER____	HQ REG	N	Y
083 002 RDM CID FY____ RDM CLASS NUMBER____	HQ	N	Y
097 000 SCOL____COMPL GRADE____	HQ REG RES	N	N
097 001 SCOL____DELETE	HQ REG RES	N	N
097 002 SCOL____INCOMPL____	HQ REG RES	N	N
254 000 MONTHS ATTENDED SERV ACAD____	HQ	N	N
499 014 LOC SCOL COMPL____LOCATION____ED____	HQ REG RES	N	Y

### 51001. FORMAL SCHOOLS (TTC 083)

1. When a Marine is **joined** (TTC 021) "for duty as a student" or for temporary duty as a student, or **attached** by an RU for "TAD as a student", the formal school code is included in the UD statement. Refer to Chapter 6.

2. Formal service schools information will be reported on members of another service or country and civilian personnel while attending a formal service school.

3. When the Marine starts a formal school after being joined or attached for another reason, or if the second or subsequent formal school is attended, report as follows:

TTC 083 000 \_\_\_\_\_STRT SCOL\_\_\_\_\_|

8-byte ED (YYYYMMDD)  
(actual) class starts

3- byte Formal school code  
(from MCO P1080.20)

**NOTE:** This will post the current school code into MCTFS. The computer record can accommodate an unlimited amount of Formal School Codes.

4. For reporting Class Identification, Fiscal Year, Class Number, and to build and/or update the Current Training Location 157 remark:

TTC 083 001 CID FY\_\_\_\_ CLASS NUMBER\_\_\_\_|

3-byte class loc

3-byte school code

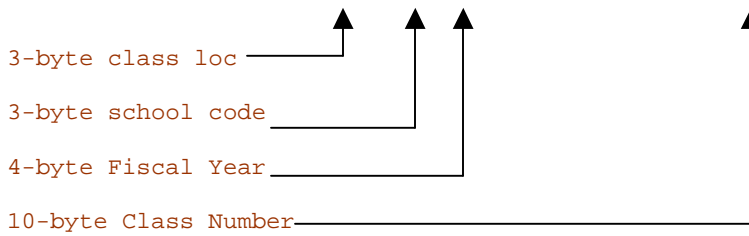
4-byte Fiscal Year

10-byte Class Number

5. For HQ reporting of Class Identification, Fiscal Year, Class Number, and to build and/or update the Recruit Distribution 158 remark, report as follows:

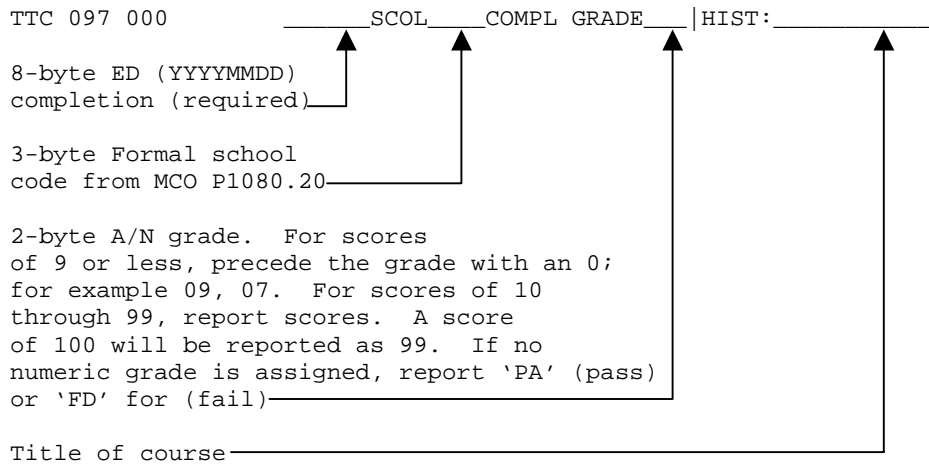
# MCTFSPRIM 11APR03

TTC 083 002 RDM CID FY\_\_\_\_ RDM CLASS NUMBER\_\_\_\_| (CMC only)

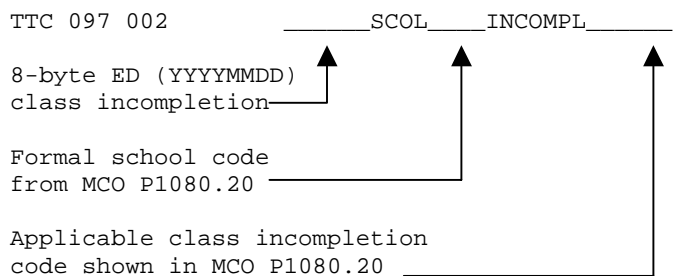


51002. SCHOOLS (OFFICER/ENLISTED) (TTC 097/499 014)

Formal schools are maintained in the MCTFS record to indicate the formal schools or the special skills certification completed by the Marine and the year completed. Report as follows:



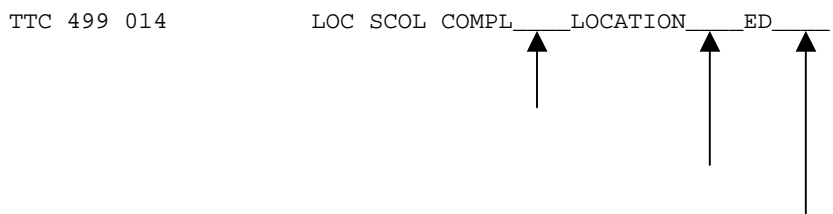
or



51003. LOCAL SCHOOLS (TTC 499 014)

1. Local schools information is used by the unit commander, training officer, and higher headquarters in identifying those personnel with special qualifications that are not identified in MCTFS.

2. This transaction also allows the reporting of the completion of any course for which a service school code or special skills code does not exist; completion of training received in service schools; or local schools conducted at the division, wing, base, depot, or equivalent level. In addition, it will be utilized to report training received by military or commercial teams authorized by the CMC or civilian schools when a Marine is ordered to attend for duty under instruction. Report as follow:



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20-byte A/N  
school description\_\_\_\_\_

(refer to MCO P1080.20)

20-byte A/N school location\_\_\_\_\_

(refer to MCO P1080.20)

8-byte ED (YYYYMMDD) \_\_\_\_\_

### 51004. CORRECTING SCHOOLS ON BIR/BTR (TTC 097 001)

1. When correcting school information, always report deletions prior to new schools. When the school code or the date completed is incorrect, the code must be deleted. Only the year completed is maintained in MCTFS.

### 2. Report as follows to delete erroneous information:

TTC 097 001                      \_SCOL\_ DELETE |

8-byte ED (YYYYMMDD)                      ▲

original completion                      ▲

Formal school code                      ▲

from MCO P1080.20

### 51005. SERVICE ACADEMY MONTHS(TTC 254)

The number of months a Marine attended a service academy will be reported by CMC upon accession into the Marine Corps. Report as follows:

TTC 254 000                      MONTHS ATTENDED SERV ACAD\_\_\_\_\_ | (CMC (MMOA))

2-byte number of months\_\_\_\_\_ ▲

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## Section 11: MARINE CORPS INSTITUTE (MCI) COURSES

### 51100. INTRODUCTION

1. This section contains information about Marine Corps Institute (MCI) Courses. Detailed reporting information is indicated in the following paragraphs.

2. Diary input authority is indicated for HQ, Reg or Res. Type Transaction Codes (TTC) statements for this section are shown below with the input authority and corrections indicator immediately following the statement.

	REPORTING AUTHORITY	DEL/ ADD	DEL/ ERR
350 001 ENROLL MCI CRS_____	HQ	Y	Y
350 002 REQ ENROLL MCI CRS_____CORUC_____	HQ REG RES	N	N
350 003 REQ REENROLL MCI CRS_____	HQ REG RES	N	N
350 004 REENROLL MCI CRS_____	HQ	N	Y
351 000 DISENROLL MCI CRS_____	HQ	Y	Y
351 002 REQ ADMIN DEL MCI CRS_____REASON_____	HQ REG RES	N	N
351 003 ADMIN DELETE MCI CRS_____	HQ	N	N
352 000 MCI CRS_____COMPL SCORE_____	HQ	Y	Y
352 001 SVC_____CRS_____COMPL_____	HQ REG RES	N	Y

### 51101. MARINE CORPS INSTITUTE (MCI) COURSES (MCI/MISSO) (TTC 350/351/352)

1. RU's may request enrollment, administrative deletion, or re-enrollment of MCI Courses via UD entry. MCI enrollments/disenrollments/completions will appear on the RU's DFR when reported by CMC (MCI). The unit will verify off-duty education bonus points for LCpls and Cpls for composite scores. Refer to Chapter 7, Section 4. Additionally, individual Marines may request enrollment, re-enrollment or verify status by either calling 1-800-MCI-USMC or via <http://www.mci.usmc.mil>. Report as follows:

TTC 350 002                      REQ ENROLL MCI CRS\_\_\_\_\_CORUC\_\_\_\_\_|

6-byte MCI CRS number                      ↑                      ↑

Requesting unit's company RUC                      ↑

or

TTC 350 001                      ENROLL MCI CRS\_\_\_\_\_| (MCI only)

6-byte MCI CRS number                      ↑

(first 3 bytes numeric

last 3 bytes A/N)                      ↑

or

TTC 350 003                      REQ REENROLL MCI CRS\_\_\_\_\_|

6-byte MCI CRS number from the MCTFS                      ↑

(course status must be 'D')

(Figure 5-2)

or

TTC 350 004                      REENROLL MCI CRS\_\_\_\_\_|

6-byte MCI CRS number (course status                      ↑

must be "D")                      ↑

(Figure 5-2)

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**NOTE:** If the course number is less than 6 characters, fill the field with Z's. **EXAMPLE:** Course number 03.5 is input as 035ZZZ. Course number 1.820 is input as 1820ZZ. Ensure the correct version of the MCI course is reported.

2. Upon receipt of disenrollment from an MCI course, MCI will report the following to indicate the Marine is disenrolled:

TTC 351 000            DISENROLL MCI CRS\_\_\_\_\_ | (MCI only)

8-byte MCI CRS number (course status must be 'A') \_\_\_\_\_

(Figure 5-2)

3. To request administrative deletion from an MCI course report as follows:

TTC 351 002            REQ ADMIN DEL MCI CRS\_\_\_\_\_ REASON\_\_\_\_\_ |

6-byte MCI CRS number from the MCTFS (course status must be 'A') \_\_\_\_\_

1-byte A/N reason code \_\_\_\_\_

(Figure 5-2)

4. To administratively delete an MCI course report as follows:

TTC 351 003            ADMIN DELETE MCI CRS\_\_\_\_\_ | (CMC only)

6-byte MCI CRS number \_\_\_\_\_

5. MCI will report course completion. The MCI completion certificate is the source document for this transaction. In addition, if the Marine is not currently enrolled in an MCI course with an active status, this transaction will fail. Report as follows:

TTC 352 000            MCI CRS\_\_\_\_\_ COMPL SCORE\_\_\_\_\_ | (CMC 54864)

6-byte MCI CRS number. First 3 bytes numeric \_\_\_\_\_

Last 3 bytes A/N \_\_\_\_\_

1-byte \_\_\_\_\_

(Must be A, B, C, D, or F)

**NOTE:** For the reserve component, this statement will not update retirement points, therefore, report duty correspondence points as shown in Chapter 11, Section 2.

6. For composite score computation purposes MCI courses will be computed per MCO P1400.32.

7. Other Service Correspondence Courses. All reporting units may report completion of correspondence courses taken from other branches of the service. These courses will appear on the TMCI screen. Report as follows:

TTC 352 001            SVC\_\_\_\_\_ CRS\_\_\_\_\_ COMPL\_\_\_\_\_ | (ALL UNITS)

1-byte A/N Service Code (A,F,N or P) \_\_\_\_\_

A - Army

F - Air Force

N - Navy

P - National Guard

20-byte A/N course description \_\_\_\_\_

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### MCI COURSE DELETION CODES

CODE	REASON
A	Correction of student record (within 120 days of enrollment).
B	Ordered to formal school that lasts longer than 6 months (civilian or military).
C	Ordered to formal school which covers the same subject matter.
D	In receipt of orders to, or serving in, a combat zone.
E	Never requested enrollment (within 90 days of enrollment date).
F	Hospitalized, confined CC/Brig, IHCA, IHMA, IHFA

MCI course status codes from the MCTFS TCMI shown below:

STATUS CODE	REMARK
A	Active
D	Disenrolled
M	Failed (score will be present)
R	Reenrolled
Z	Completed (score will be present)

Figure 5-2--MCI COURSE DELETION CODES

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## Section 12: UNIT TRAINING

### 51200. INTRODUCTION

1. The different categories of Unit Training are those items such as Driver Improvement School, Physical Fitness Test, Basic Skills Training/Essential Subjects Test, Water Survival Qualification, Anti-terrorism/Force Protection Training, Gas Chamber, etc. Detailed reporting information is indicated in the following paragraphs.

2. Diary input authority is indicated for HQ, Reg or Res. Type Transaction Code (TTC) statements for this section are shown below with the input authority and corrections indicator immediately following the statement.

	REPORTING AUTHORITY	DEL/ ADD	DEL/ ERR
205 000 DRIVER IMP SCOL____	HQ REG	N	N
335 000 MARKS PRO____.____CON____.____OCC____ED ____	HQ REG RES	Y	Y
481 006 PFT_____	HQ REG RES	N	N
481 007 PFT MED	HQ REG RES	N	N
481 008 PRIOR PFT____	HQ REG RES	N	N
481 009 PFT RNT	HQ REG RES	N	N
481 010 PFT PAR	HQ REG RES	N	N
481 011 PFT FAIL	HQ REG RES	N	N
482 005 BST/EST____OF____	HQ REG RES	N	N
482 006 BST/EST NOT REQ	HQ REG RES	N	N
486 000 WATER SURVIVAL QUAL____	HQ REG RES	N	N
486 001 WATER SURVIVAL QUAL 5_____	HQ REG RES	N	N
486 002 WATER SURVIVAL QUAL 6_____	HQ REG RES	N	N
489 000 ANN AT/FP TRNG ED_____	HQ REG RES	N	N
489 001 DEPLOY AT/FP TRNG ED_____	HQ REG RES	N	N
489 002 ARMS/AMMO/EXPL SCREENED ED_____	HQ REG RES	N	N
489 003 CLASS INFO NDA EXECUTED ED_____	HQ REG RES	N	Y
489 004 AUTH TO WEAR____ED_____	HQ REG RES	N	Y
489 005 ISS PERMIT____EQUIP____EXP____RESTR____ED_____	HQ REG RES	N	Y
489 006 PERMIT____RENEWED EXP____ED_____	HQ REG RES	N	Y
489 007 PERMIT UPGRAD____EQUIP____EXP____RESTR____ED_____	HQ REG RES	N	Y
499 005 HIV EDUCATION LECTURE_____	HQ REG RES	N	N
499 007 GAS CHAMBER_____	HQ REG RES	N	N
499 008 DRUG LECTURE_____	HQ REG RES	N	N
499 009 SECURITY LECTURE_____	HQ REG RES	N	N
499 010 INTEL TRAINING_____	HQ REG RES	N	N
499 011 LEADERSHIP TRAINING_____	HQ REG RES	N	N

### 51201. DRIVER IMPROVEMENT SCHOOL (TTC 205)

Driver improvement education is mandatory for all Marines under the age of 26. Refer to MCO 11240.66 Standard Licensing Procedures for Operating Military Motor Vehicles for requirements of this school. Report as follows:

TTC 205 000 DRIVER IMP SCOL\_\_\_\_|  
 1-byte code from MCO P1080.20 \_\_\_\_\_  
 ↑

### 51202. PHYSICAL FITNESS TEST (PFT) (TTC 481)

1. The PFT class and scores are for use by commanders, and CMC (MMPR) to compute composite scores for LCpls and Cpls eligible for promotion. For AD Marines, PFT scores dated more than 1 year older than the date of composite score calculation will not be used by the automated composite score system. For reserve Marines, the PFT score must be within 2 years of the date of the composite score calculation to be utilized.

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2. Units will report the scores of an "officially" scheduled semi-annual PFT or a partial PFT as appropriate. Report as follows:

```

TTC 481 006      PFT |
      ^           ^
8-byte Eff date  |
      |           |
3-byte numeric PFT score
  
```

**NOTE:** Use an Action Date only when the test was taken (or not taken) in a quarter other than that in which it is reported.

3. **Only one PFT will be reported per semi-annual period.** Absolutely **NO** re-tests or remedial scores will be reported/entered on the unit diary. Report as follows:

TTC/SEQ	STATEMENT	DESCRIPTION
481 007	PFT MED	Medically excused (Marines other than LCpl or Cpl) (see <b>NOTE</b> below)
or		
481 009	PFT RNT	Required, but not taken
or		
481 010	PFT PAR	Passed partial PFT (Marines other than LCpl or Cpl) (see <b>NOTE</b> below)
or		
481 011	PFT FAIL	Failed PFT

**NOTE:** For LCpls and Cpls who take a partial PFT, or are medically excused from taking the PFT, report the event(s) from the previous PFT using TTC 481 006. **EXAMPLE:** If a Marine is medically excused from the pull-ups, the unit must report a PFT score using the previous score for that event in addition to the other points for the events that were not excused. If the portion(s) of the previous PFT being used to supplement the current PFT were not passed, report FAILED PFT.

4. If a prior PFT needs to be corrected, report as follows:

```

TTC 481 008      PRIOR PFT |
      ^           ^
8-byte DOA      |
      |           |
3-byte PFT score
  
```

**NOTE:** The action must be less than the PFT date listed in MCTFS and not within the same semi-annual period.

5. The PFT will be displayed in MCTFS as follows:

PFT DATE: YYYYMM

PFT SA: CALENDAR YEAR HALF [1=1<sup>st</sup>(1Jan-30June), 2=2d (1July-31Dec)]

PFT SCORE: XXX (3 byte)

PFT CLASS: X (1 byte)

1 = 1st Class, 2 = 2nd Class, 3 = 3rd Class, 4 = Fail/RNT (Required Not Taken), 5 = Medical, 8 = Partial.



51203. BASIC SKILLS TRAINING/ESSENTIAL SUBJECTS TEST (BST/EST)(TTC 482)



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1. The BST/EST information must be reported on the UD for all GySgts and below. The BST/EST information reported consists of a total number of tasks performed against the total number of tasks administered. **Do not report zeroes, the entry will fail.** Report as follows:

TTC 482 005                      BST/EST\_\_\_\_OF\_\_\_\_|

3-byte performed correctly   
Example: 051 

3-byte tasks attempted  
Example: 100

2. When BST/EST is not required:

TTC 482 006                      BST/EST NOT REQ|

3. The BST/EST will be displayed in MCTFS as follows:


200005005099	defined as	2000	050	050	99
		1	2	3	4

- a. 1 - 4-byte year (YYYY)
- b. 2 - 3-byte number of tasks correct
- c. 3 - 3-byte number of tasks attempted
- d. 4 - 2-byte score


### 51204. WATER SURVIVAL QUALIFICATION (TTC 486)

1. Water Survival Qualification is mandatory and will generate a re-qualification date in the CMF based on the codes below. Based upon the action date of the entry and the Level Code reported, the system will post the appropriate re-qualification date. Report as follows:

TTC 486 000                      WATER SURVIVAL QUAL\_\_\_\_|


1-byte qualification level code   
(See Figure 5-3)

TTC 486 001                      WATER SURVIVAL QUAL 5\_\_\_\_\_|

6-byte ED (YYYYMM) (if the waiver is temporary, enter the date the waiver expires; no permanent waiver is authorized per MCO 1500.52B) 

2. If the Marine has been granted a Water Survival Re-qualification exemption from the CG/CG, TRNGCMD (C 472TP), report as follows:


TTC 486 002                      WATER SURVIVAL QUAL 6\_\_\_\_\_|

6-byte ED (YYYYMM) (if the exemption is temporary, enter the date the exemption expires, if the waiver is permanent, enter 999999) 

### 51205. ANTITERRORISM/FORCE PROTECTION TRAINING (TTC 489)

This information is used to identify Marines who have completed Annual or Deployed Training. Report as follows:

TTC 489 000                      ANN AT/FP TRNG ED\_\_\_\_\_| (Annual)

8-byte ED (YYYYMMDD) 

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or

TTC 489 001          DEPLOY AT/FP TRNG ED\_\_\_\_\_ | (Deployed)  
 8-byte ED (YYYYMMDD) \_\_\_\_\_ ↑

51206. ARMS, AMMUNITION, AND EXPLOSIVE SCREENING (TTC 489)

This screening information is used to identify Marines who have been screened and found qualified for this duty. Report as follows:

TTC 489 002          ARMS/AMMO/EXPL SCREENED ED\_\_\_\_\_ |  
 8-byte ED (YYYYMMDD) \_\_\_\_\_ ↑

51207. CLASSIFIED INFORMATION NON-DISCLOSURE AGREEMENT (TTC 489)

This information is used to identify Marines who have executed and submitted a Classified Information Non-disclosure Agreement (SF 312) to CMC. An entry is no longer required to be typed on the page 11 of the SR. This entry is displayed on MCTFS screen TARS and the 139 Remark. Report as follows

TTC 489 003          CLASS INFO NDA EXECUTED ED\_\_\_\_\_ |  
 8-byte ED (YYYYMMDD) \_\_\_\_\_ ↑

51208. INSIGNIAS AUTHORIZED TO WEAR (TTC 489 004)

This information is used to identify Marines who are authorized to wear certain insignias for special qualifications. Report as follows:

TTC 489 004          AUTH TO WEAR\_\_\_\_\_ ED\_\_\_\_\_ |  
 3-byte insignia from \_\_\_\_\_ ↑  
 MCO P1080.20 \_\_\_\_\_ ↑  
 8-byte ED (YYYYMMDD) \_\_\_\_\_

51209. GOVERNMENT EQUIPMENT OPERATOR'S LICENSE (TTC 489 005/006/007)

1. The tactical or commercial license information is used to identify Marines who possess certain qualifications necessary to operate Government equipment. Report as follows:

TTC 489 005          ISS PERMIT\_\_\_\_\_ EQUIP\_\_\_\_\_ EXP\_\_\_\_\_ RESTR\_\_\_\_\_ \_ \_ \_ ED\_\_\_\_\_ |  
 8-byte operator \_\_\_\_\_ ↑  
 license number \_\_\_\_\_ ↑  
 (from license) \_\_\_\_\_ ↑  
 5-byte equipment type \_\_\_\_\_ ↑  
 MCO P1080.20 \_\_\_\_\_ ↑  
 6-byte ED (YYYYMMDD) expiration \_\_\_\_\_ ↑  
 2-byte (5) restrictions codes (**NOTE**) \_\_\_\_\_ ↑  
 8-byte ED (YYYYMMDD) \_\_\_\_\_

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2. Report the renewal of a government equipment operator's license as follows:

TTC 489 006      PERMIT\_\_\_\_\_RENEWED EXP\_\_\_\_\_ED\_\_\_\_\_|

8-byte operator  
license number\_\_\_\_\_↑

(from license)

6-byte ED (YYYYMMDD) for renewal expiration\_\_\_\_\_↑

8-byte ED (YYYYMMDD) \_\_\_\_\_↑

3. Report the upgrade of a government equipment operator's license as follows:

TTC 489 007      PERMIT UPGRAD\_\_\_\_\_EQUIP\_\_\_\_\_EXP\_\_\_\_\_RESTR\_\_\_\_\_ED\_\_\_\_\_|

8-byte operator  
license number\_\_\_\_\_↑

(from license)

5-byte equipment type  
MCO P1080.20 \_\_\_\_\_↑

6-byte ED (YYYYMM) expiration) \_\_\_\_\_↑

2-byte (5) restriction codes MCO P1080.20 \_\_\_\_\_↑

8-byte ED (YYYYMMDD) \_\_\_\_\_↑

51210. HUMAN IMMUNODEFICIENCY VIRUS (HIV III) EDUCATION LECTURE(TTC 499 005)

The date of the annual HIV III education lecture is used to monitor and track this requirement. Report as follows:

TTC 499 005      HIV EDUCATION LECTURE\_\_\_\_\_|

6-byte ED (YYYYMM) \_\_\_\_\_↑

51211. GAS CHAMBER (TTC 499 007)

The training coordinator, to develop and track training requirements, uses this information. Report the following each time the Marine receives gas chamber training:

TTC 499 007      GAS CHAMBER\_\_\_\_\_|

6-byte ED (YYYYMM) \_\_\_\_\_↑

**NOTE:** This field will be left blank if the last time the Marine went to gas chamber training is unknown.

51212. DRUG LECTURE (TTC 499 008)

The drug lecture record is used by the training coordinator to develop and track training requirements. Report each year the Marine attends a drug lecture:

TTC 499 008      DRUG LECTURE\_\_\_\_\_|

4-byte year (YYYY) \_\_\_\_\_↑

**NOTE:** This field will be left blank if the information required above is unknown.

51213. SECURITY LECTURE (TTC 499 009)

This information reflects the last year a Marine attended a security lecture. Report each time the Marine attends a security lecture:

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TTC 499 009            SECURITY LECTURE\_\_\_\_\_ |

4-byte year (YYYY)\_\_\_\_\_



51214. INTELLIGENCE TRAINING (HOURS) (TTC 499 010)

This information is used by the training coordinator to develop and track training requirements. Report each time the Marine attends an intelligence training lecture:

TTC 499 010            INTEL TRAINING\_\_\_\_\_ |

2-byte number of hours. If less than  
10, precede with a zero; for example,  
08, 07. Do not report more than 99 hours \_\_\_\_\_



51215. LEADERSHIP TRAINING (LEVEL/YEAR) (TTC 499 011)

This information is used by the training coordinator to develop and track training requirements. Report each time the Marine attends leadership training:

TTC 499 011            LEADERSHIP TRAINING\_\_\_\_\_ |

1-byte level code \_\_\_\_\_  
(1 = Basic Leadership Training  
2 = Annual Leadership Training)  
4-byte year (YYYY)\_\_\_\_\_



## MARINE COMBAT WATER SURVIVAL TRAINING (MCWST) CODES

WATER-SURVIVAL-CODE	DESCRIPTION	RE-QUALIFICATION REQUIREMENTS
0	Unqualified	Remedial swim training until qualified.
1	1 <sup>st</sup> Class (CWS1)	Re-qualify every 4 years
2	2 <sup>nd</sup> Class (CWS2)	Re-qualify every 3 years
3	3 <sup>rd</sup> Class (CWS3)	Re-qualify every 2 years
4	4 <sup>th</sup> Class (CWS4)	Re-qualify every year
5	Medical waiver (Temporary)	Specified length
6	Waivers granted by CG/CG TRNGCMD	As specified or permanent
7	Instructor (CWSS)	Re-qualify every 3 years
8	Safety Swimmer (MCIWS)	Re-qualify every 3 years
9	Instructor/Trainer (MCITWS)	Re-qualify every 3 years
Q	Water Survival Qualified (WSQ)	Re-qualify every 6 years

NOTE: Medical waivers (water survival code '5') and re-qualification exemption (water survival code '6') remain the same, except that permanent medical waivers are no longer authorized.

a. Based upon the action date of TTC 486 and the level code reported, MCTFS will post the appropriate re-qualification date.

b. Commands are not required to report TTC 486 (Water Survival Qual) to update their records. The MCTFS will subtract one year from the current water survival re-qualification date for all members with a water survival code equal to '1', '2', '3', or '4', and post appropriately. Also, for all members who have a water survival code equal to 'Q', a water survival re-qualification date of 200704 (year and month) will be established within MCTFS.

Figure 5-3-- WATER SURVIVAL TRAINING (MCWST) CODES

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## Section 13: MARKSMANSHIP

### 51300. INTRODUCTION

1. The different categories of Marksmanship are those items that pertain to Pistol/Rifle qualifying and Weapons Field Firing. Detailed reporting information is indicated in the following paragraphs.

2. Diary input authority is indicated for HQ, Reg or Res. Type Transaction Code (TTC) statements for this section are shown below with the input authority and corrections indicator immediately following the statement.

	REPORTING AUTHORITY	DEL/ ADD	DEL/ ERR
485 000 RIFLE QUAL _____	HQ REG RES	N	N
485 001 WEAPONS FIELD FIRING _____	HQ REG RES	N	N
499 015 PISTOL QUAL _____	HQ REG RES	N	N
834 000 DEL FIELD FIRING RMK SEQ _____	HQ REG RES	N	N
834 001 DEL MARKSMANSHIP RMK SEQ _____	HQ REG RES	N	N
834 002 DEL COMPETITIVE RMK SEQ _____	HQ REG RES	N	N
834 003 DEL ADDITIONAL RMK SEQ _____	HQ REG RES	N	N
836 000 COMP MARK MATCH _____	HQ REG RES	N	N
837 000 ADDITIONAL MARKSMAN INFO _____	HQ REG RES	N	N
838 000 DEL CURR RIFLE QUAL INFO	HQ REG RES	N	N
838 001 DEL PRIOR RIFLE QUAL INFO	HQ REG RES	N	N
838 002 DEL RIFLE FIELD FIRING INFO	HQ REG RES	N	N
838 003 DEL CURR PISTOL QUAL INFO	HQ REG RES	N	N
838 004 DEL PRIOR PISTOL QUAL INFO	HQ REG RES	N	N
838 005 DEL PISTOL DISTINGUISHED INFO	HQ	N	N
838 006 DEL PISTOL PET INFO	HQ REG RES	N	N
838 007 DEL PISTOL EXCEPTION INFO	HQ REG RES	N	N
838 008 DEL RIFLE DISTINGUISHED INFO	HQ	N	N
838 009 DEL RIFLE PET INFO	HQ REG RES	N	N
838 010 DEL RIFLE EXCEPTION INFO	HQ REG RES	N	N
839 000 DEL ALL WAIVERS WITHIN RUC _____	HQ REG RES	N	N

### 51301. PISTOL/RIFLE/ WEAPONS FIELD FIRING ENTRIES (TTCs 499 015/485/836/837)

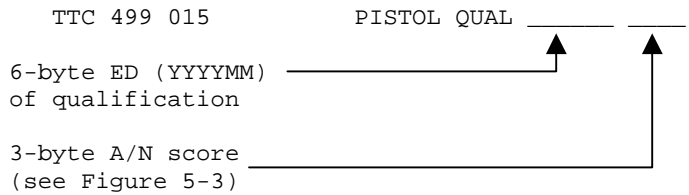
1. Marksmanship information and weapons firing scores are for use by Commanders, for training requirements and CMC (MMPR) to compute composite scores for LCpls and Cpls eligible for promotion. Composite scores will only use the current rifle score for computation of a composite score. If the current rifle score is zeroes, no composite score will be computed and the unit will receive an advisory. Refer to MCO 3574.2 for specific details.

2. Current rifle qualification, pistol qualification, weapons field firing, and additional marksmanship information are displayed in the MCTFS (CICS) under Training and Education (TMOS or WPNS screens). To take full advantage of MCTFS automation, RU's may report all prior marksmanship data using the effective dates of qualification or re-qualification.

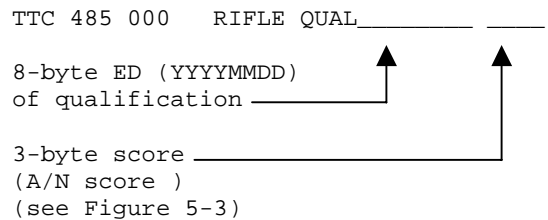
3. The following additional guidelines apply:

a. PISTOL QUALIFICATION. An individual may not have more than two actual scores (000-400) in the same fiscal year unless one of the scores is a failed attempt at qualifying and the commanding officer determines the score should be reported. If more than one failed attempt at qualifying is reported in the same fiscal year, the first score will process successfully and all other failing scores will fail as errors. Additionally, a transaction reporting a qualifying score will process, and will automatically post a score of 245. If the first failed attempt is not reported, units must ensure that a score of 245 is reported instead of the actual score received, per the reference. An individual may have more than one pistol score in the same fiscal year if the scores are different types (for example, a score of 'PET' and an actual score, or a different type of score, see Figure 5-3). Report as follows:

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b. RIFLE QUALIFICATION. Two scores may not be reported within the same fiscal year unless the Commanding Officer determines that a failed score should be reported. Additionally, a transaction reporting a successful attempt at qualifying will process and will automatically post a score of 'S25' (equal to a score of 190). If a failed score was not previously reported, units must ensure that an 'S25' is reported.

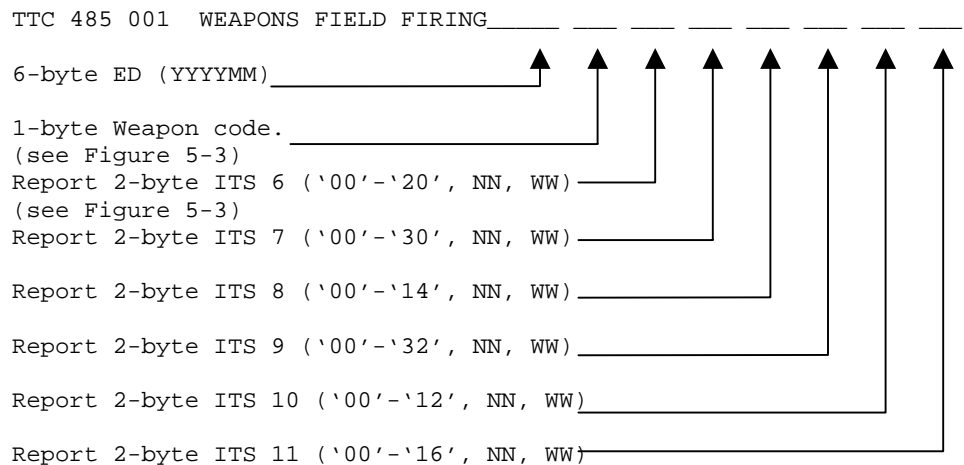


**NOTE 1:** An alphanumeric score must have an 'S' in the first byte for example, 'S30', or 'S51'.

**NOTE 2:** The first byte of the 3-byte rifle score must be 'S' unless the input is from a Depot, TBS, or HQMC RUC.

**NOTE 3:** When a Marine is assigned by a command that is exempt from qualification as detailed in MCO 3574.2, report a rifle or pistol qualification score of 'EEE'. Do not report a score of 'NNN' unless the Marine is not required to fire based on the Marine's grade.

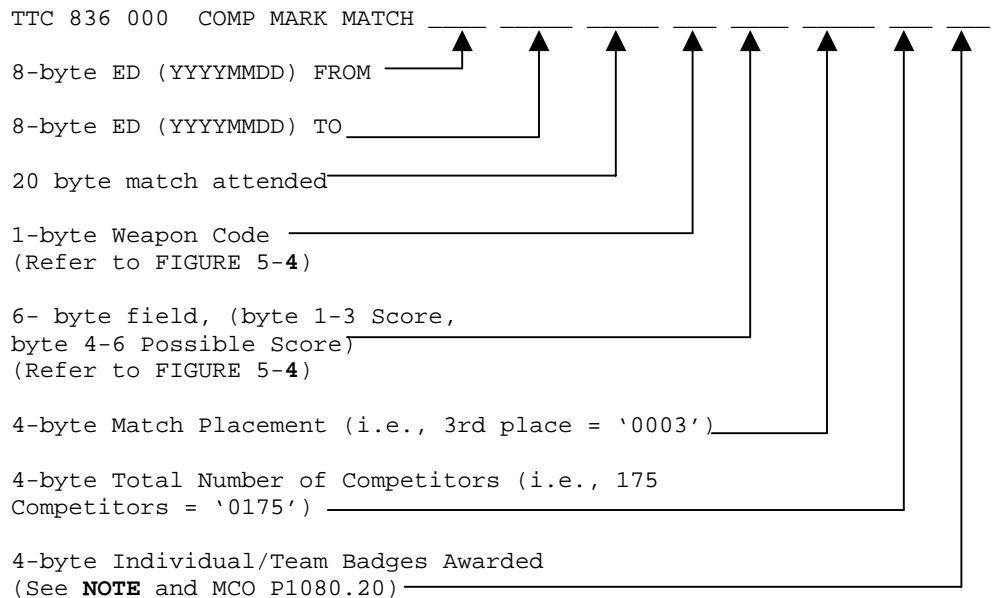
c. WEAPONS FIELD FIRING. When reporting Field Firing there must be a rifle qualification within the same fiscal year or the transaction will fail. When the Field Firing date is prior to the most current rifle qualification, the rifle field firing will post to MCTFS. To verify MCTFS, refer to Figure 5-3, and report as follows:



**NOTE:** ITS Levels and Weapon Codes are located on Figure 5-3.

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d. COMPETITIVE MARKSMANSHIP MATCH. Report as follows:



**NOTE:** The first two bytes indicate the Individual Badge awarded. The last two bytes indicate the Team Badge awarded. **EXAMPLES:**

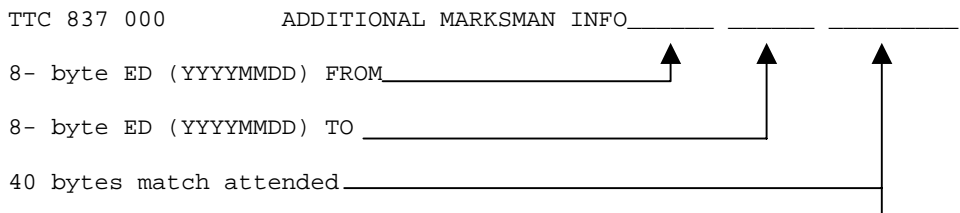
Member competes, but does not earn an Individual Badge, but earns the following Team Badge Inter-Division Rifle Competition Badge (Gold). **Entry would be ZZAA.**

Member competes, and earns an Individual Badge Marine Corps Rifle Competition Badge (Gold), but does not earn a Team Badge. **Entry would be AZZZ.**

Member competes, and earns an Individual Badge Marine Corps Rifle Competition Badge (Gold) and a Team Badge Inter-Division Rifle Competition Badge (Gold). **Entry would be AZAA.**

Member competes, but does not earn an Individual or Team Badge. **Entry would be ZZZZ.**

e. ADDITIONAL MARKSMANSHIP MATCH. Report as follows:



51302. DELETING INCORRECT PISTOL/RIFLE/WEAPONS FIELD FIRING INFORMATION (TTCs 834/838/839)

1. If the Distinguished Pistol/Rifle, Pistol/Rifle PET, Pistol/Rifle Exception information is incorrect, report the appropriate TTC 838 transaction to delete the incorrect information. Report as follows:

TTC 838 005 DEL PISTOL DISTINGUISHED INFO (CMC only)  
TTC 838 008 DEL RIFLE DISTINGUISHED INFO (CMC only)

or



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TTC 838 006 DEL PISTOL PET INFO  
TTC 838 009 DEL RIFLE PET INFO

2. The following transaction will be used to delete waivers, non-requirements, or exemptions from qualification. When a waiver is removed, a Marine is reassigned to a unit with T/O weapons and is no longer **exempt** from qualification or not required (code NNN) is no longer valid and the Marine is required to qualify with the weapon. Report as follows:

TTC 838 007 DEL PISTOL EXCEPTION INFO  
TTC 838 010 DEL RIFLE EXCEPTION INFO

3. To delete **all** waivers from **all** records within a specific RUC report an EVENT entry as follows:

TTC 839 000 \_\_\_\_\_ DEL ALL WAIVERS WITHIN RUC \_\_\_\_\_|  
8-byte ED (YYYYMMDD) \_\_\_\_\_  
5-byte RUC \_\_\_\_\_

**NOTE:** The input RUC must equal the Present RUC, the FAP RUC or the Reserve RUC.

4. Deletion of a specific Marksmanship/Weapons Firing Remark will be reported as follows:

TTC/SEQ	ENGLISH DESCRIPTION
834 000 _____	DEL FIELD FIRING RMK SEQ <u>130</u>
834 001 _____	DEL MARKSMANSHIP RMK SEQ <u>131</u>
834 002 _____	DEL COMPETITIVE RMK SEQ <u>132</u>
834 003 _____	DEL ADDITIONAL RMK SEQ <u>133</u>

8- byte ED (YYYYMMDD) \_\_\_\_\_  
3-byte RMK SEQ Number \_\_\_\_\_

5. Deletion of Current/Prior Marksmanship/Weapons Firing information will be reported as follows:

TTC/SEQ	ENGLISH DESCRIPTION
838 000 _____	DEL CURR RIFLE QUAL INFO
838 001 _____	DEL PRIOR RIFLE QUAL INFO
838 002 _____	DEL RIFLE FIELD FIRING INFO
838 003 _____	DEL CURR PISTOL QUAL INFO
838 004 _____	DEL PRIOR PISTOL QUAL INFO

8- byte ED (YYYYMMDD) \_\_\_\_\_

**NOTE:** When a Marine is assigned by a command that is exempt from qualification as detailed in MCO 3574.2, report a rifle or pistol qualification score of 'EEE'. Do not report a score of 'NNN' unless the Marine is not required to fire based on the Marine's grade.

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## ITS LEVELS

PHASE	ITS NUMBER	DESCRIPTION
I	ITS 1	Perform weapons handling (dry fire), M16A2
	ITS 2	Perform preventive maintenance, M16A2
	ITS 3	Fire at a sustained rate (live fire or Simulation), M16A2
	ITS 4	Zero the M16A2 service rifle
II	ITS 5	Engage stationary targets with the M16A2
III	ITS 6	Engage targets of limited exposure (time) with the M16A2
	ITS 7	Engaging targets during low light and Darkness (night fire) with the M16A2
	ITS 8	Engage targets while wearing the field Protective mask
	ITS 9	Engaging multiple targets
	ITS 10	Engaging moving targets
	ITS 11	Engaging targets at an unknown distance

**NOTE:** ITS Levels 6-11 (Phase III), are applicable only to field firing. ITS levels 8-11 are applicable to weapons B, G, H, M, R, S, and Z. All the weapons listed below are applicable to Competitive Marksmanship.

## ALPHA SCORE CODES

EEE- Exempt	WWW- Waiver
NNN- Not Required (for grade)	DDD- Distinguished (CMC only)
PET- Proficiency Enhancement Training	WW- Waiver (Field firing)
NN- Not Required (Field Firing)	

## WEAPONS CODES

B = Barret Sniper Rifle	F = .45 Caliber Pistol
G = Shotgun	H = M40 Sniper Rifle
M = MP5 Assault Rifle	P = Service Pistol (9mm)
R = Service Rifle	S = Squad Automatic Weapon (SAW)
T = .38 Caliber Pistol	Z = M203 Grenade Launcher

Figure 5-4.—ITS LEVELS, ALPHA/WEAPONS CODES

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## Section 14: MARTIAL ARTS

### 51400. INTRODUCTION

1. The Marine Corps Martial Arts Training Program (MCMATP) contains information pertaining to Martial Arts achievements. Detailed reporting information is indicated in the following paragraphs.

2. Diary input authority is indicated for HQ, Reg or Res. Type Transaction Code (TTC) statements for this section are shown below with the input authority and corrections indicator immediately following the statement.

	REPORTING AUTHORITY	DEL/ ADD	DEL/ ERR
484 000 MARTIAL ARTS BELT CODE____COMPLETION DATE____	HQ REG RES	Y	Y

### 51401. MARINE CORPS MARTIAL ARTS TRAINING PROGRAM (MCMATP) (TTC 484).

1. The MCMATP is governed by MCO 1510.122. Use TTC 484 to report different levels of martial arts achievements. The accession process for both Reserve and Active components will post a Martial Arts Belt Code of 'MMA' (Not Trained) on all new joins. Remark 146 will maintain the history of each belt achieved by posting the level of belt earned, the training completion date, and the re-certification date, when applicable. Additionally, Martial Arts achievements will be displayed in MCTFS on the 'TBTR' and 'TRNG' screens. Delete/Add may be reported only to change the completion or re-certification dates.

a. Valid Martial Arts Belt Codes and English descriptions have been added to a dropdown list within UD/MIPS for reporting purposes with the exception of codes MME and MMK, which must be reported with TTC 097 000.

TTC 484 000 \_\_\_\_MARTIAL ARTS BELT CODE\_\_\_\_COMPLETION DATE\_\_\_\_|

8-byte DOA

3-byte Martial Arts Belt Code  
(from Figure 5-5)

8-byte completion date

b. Instructors and higher-level belts must re-certify within a three-year time frame. An advisory will be issued to the member's unit stating that the Marine must re-certify within 90 days of the expiration of the three-year limit. If the member fails to re-certify, MCTFS will automatically revert the member to the next lower Martial Arts Belt Code. Report as follows:

TTC 484 001 \_\_\_\_MARTIAL ARTS BELT CODE\_\_\_\_RECERTIFICATION DATE\_\_\_\_|

8-byte DOA

3-byte Martial Arts Code  
(from Figure 5-5)

8-byte re-certification date

**NOTE:** The re-certification date cannot be greater than the diary date, and cannot be zeroes. Delete/Add may be reported ONLY to change the completion or re-certification dates.

c. Martial Arts belt codes MME (Green Belt Instructor) and MMK (Black Belt Instructor Trainer) must initially be reported as school codes using TTC 097 000. If not previously resident within MCTFS, and if the unit attempts to initially report these codes with either TTC 484 000 or 484 001, both transactions will fail.

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d. Service School Codes '885' and 'H4R' (Close Combat Instructor) are no longer valid and are hereby deleted. Code 'MML' (Trainer of Instructor Trainer) is a billet description and not a valid Martial Arts belt code; if this code is used in an attempted transaction, it will fail.

e. Commands will not be required to re-report Martial Arts Training. A Martial Arts 146 Remark will be built based upon the information resident in the School/Special Skill 136 Remark. The completion dates will be updated from the School/Special Skill 136 Remark Touch date. If this date requires correction, report a DEL/ADD transaction to correct the completion date.

f. The following information applies to the UD/MIPS software; the new remark with data elements has been added to the UDMIPS CUDDDB. In MIPS, View Members, BTR, a new Page 7 tab was created and will display the Belt Code with description, completion date, and a re-certification date will also be displayed. Additionally, these data elements from the remark will be located within the Impromptu, CUDDDB catalog, Training Information folder, Martial Arts 146 folder for use in preparing IMR's.

## VALID MARTIAL ARTS BELT CODES

CODE	DESCRIPTION
MMA	Not Trained
MMB	Tan Belt
MMC	Gray Belt
MMD	Green Belt
* MME	Green Belt, Instructor
MMF	Brown Belt
MMG	Brown Belt, Instructor
MMH	Black Belt, 1 <sup>st</sup> Degree
MMJ	Black Belt, 1 <sup>st</sup> Degree, Instructor
* MMK	Black Belt, Instructor Trainer
MMM	Black Belt, 2 <sup>nd</sup> Degree
MMN	Black Belt, 3 <sup>rd</sup> Degree
MMP	Black Belt, 4 <sup>th</sup> Degree
MMQ	Black Belt, 5 <sup>th</sup> Degree
MMR	Black Belt, 6 <sup>th</sup> Degree
MMS	Chief Instructor

\* Must be reported initially with TTC 097 000 School Complete (see Chapter 5, Section 10).

Figure 5-5-VALID MARTIAL ARTS BELT CODES

# MCTFSPRIM 11APR03

## Section 15: OFF-DUTY EDUCATION

### 51500. INTRODUCTION

1. The Off-Duty Education Section contains items such as Civilian Education, Off-Duty Education, and Academic Tests. Detailed reporting information is indicated in the following paragraphs.

2. Diary input authority is indicated for HQ, Reg or Res. Type Transaction Code (TTC) statements for this section are shown below with the input authority and corrections indicator immediately following the statement.

	REPORTING AUTHORITY	DEL/ ADD	DEL/ ERR
151 001 CIV EDUC_____	HQ REG RES	N	Y
333 001 OFF DU EDUC CRS_____LOC_____CRED_____GRD_____	HQ REG RES	N	N
333 002 DELETE REMARK 121 SEQ_____	HQ REG RES	N	N
333 003 ACAD TESTS_____LOC_____CRED_____GRD_____ED_____	HQ REG RES	N	Y

### 51501. CIVILIAN EDUCATION (TTC 151)

1. Changes to the level of civilian education resulting from completion of courses, curriculums, programs, or tests through accredited civilian educational institutions or other approved methods must be reported. Entries also are required to correct erroneous information contained in the CMF. This item will be reported into MCTFS for officer and enlisted personnel by field units. All source documents used to enter corrections/additions to civilian education for officers will be stamped to indicate the RUC and the UD number that reported the information. These source documents will be forwarded to the CMC (MMSB-10) for insertion in the Official Military Personnel File (OMPF).

2. There must be a space between each segment of the entry as shown below. Major subject codes are listed in MCO P1080.20. Report the title of the major subject in a history statement and notify the CMC (MI) that the major subject is not listed. Report as follows:

TTC 151 001      CIV EDUC\_\_\_\_\_

4-byte ED (YYYY) to  
indicate year left school\_\_\_\_\_

1-byte code (Y or N) to  
indicate if graduated\_\_\_\_\_

2-byte code to indicate the  
level of educational  
successfully completed  
(MCO P1080.20) **NOTE 1** \_\_\_\_\_

1-byte code to indicate  
educational certificate  
(MCO P1080.20) **NOTE 2** \_\_\_\_\_

2-byte code to indicate the  
major subject listed in  
MCO P1080.20. If the Marine  
has no major subject or if the  
Major subject is either unknown  
or not listed report two '00' (zeros) \_\_\_\_\_

**NOTE 1:** In those cases where a Member has a high school diploma and/or 1-4 years of college, but no degree, and the education code in MCTFS is missing or erroneous, report '12LAA', '13L\*\*', '14L\*\*', '15L\*\*', or '16L\*\*'. \*\* - Represents a Major Subject Code from MCO P1080.20.

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**NOTE 2:** When reporting an education level equal to '09' through '12' use one of the following major subject codes only:

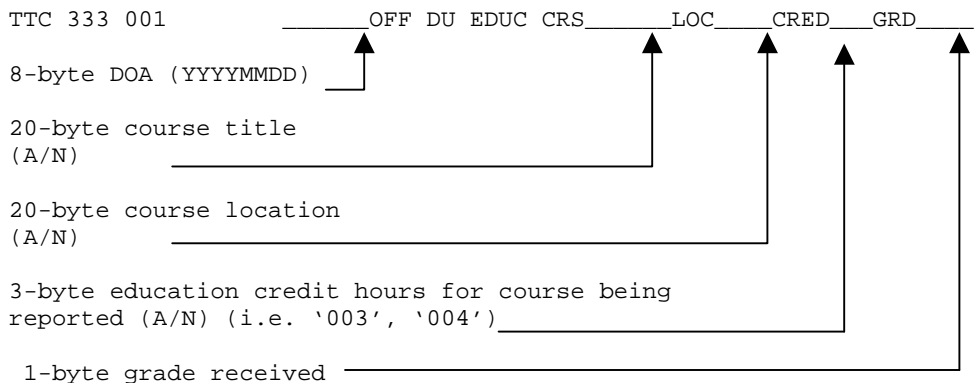
CODE	MAJOR SUBJECT
AA	High School Academic - high school level
AB	High School Vocational - high school level
AC	High School Commercial - high school level
AD	High School Agricultural - high school level

## 51502. OFF-DUTY EDUCATION(TTC 333)

1. Off-Duty Education Course information is reported on all Marines, regardless of component or grade. Off-duty Education Bonus Points are awarded for approved self-education courses completed and passed while in the current grade. **These points will be updated by the composite score routine.** Upon promotion to Cpl or Sgt this data element will automatically be reset to zero. A maximum of eight courses may be used to determine the number of points to be awarded. Determine the number of bonus points for each course completed and enter the total with a maximum of 7.5 points may be awarded. Approved courses and the bonus points assigned to each are as follows (refer to MCO P1400.32):

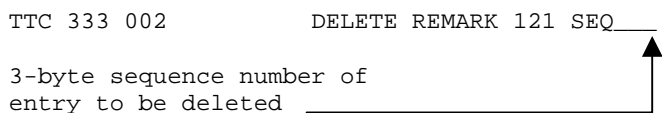
COURSE	BONUS POINTS
MCI course or other military service correspondence courses	1.5
Extension School Subcourses	1.5
CLEP test (each portion/test)	1.0
College Course (Semester/Quarter)	1.0
Vocational Course (Semester/Quarter)	1.0

2. The off-duty education courses listed above TRNG/TMCI will accommodate 100 occurrences. The reserve education screen will only show the 20 most current courses with course number, school, location, credit, and grade. To correct MCI courses missing, or incorrect in MCTFS, contact your local MISSO for assistance. Each Marine should be interviewed to ensure **ALL** known courses have been reported. Report as follows:



**NOTE:** For DANTES or CLEP testing results to be included in composite score see Chapter 7, Section 6.

3. To delete incorrect information report the following:



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51503. ACADEMIC TESTS (TTC 333).

When the results of a complete high school battery (battery of five GED tests) or General Examinations are received, report as follows: (Retesting will be reported in the same manner, do not delete the previously reported scores.)

TTC 333 003	ACAD TESTS	LOC	CRED	GRD	ED	
20-byte (A/N) course title	↑	↑	↑	↑	↑	
20-byte (A/N) course location		↑	↑	↑	↑	
(See <b>NOTE</b> )						
3-byte (A/N) credit hours			↑	↑	↑	
3-byte (A/N) grade received				↑	↑	
8-byte ED (YYYYMMDD)					↑	

**NOTE:** For General Education Diploma (GED), report the state that issues the equivalency certificate or diploma (i.e., 'KANSAS').



# MCTFSPRIM 11APR03

## Section 16: MONTGOMERY G.I. BILL

### 51600. INTRODUCTION

1. This Section contains items for reporting Montgomery G.I. Bill items. Detailed reporting information is indicated in the following paragraphs.

2. Diary input authority is indicated for HQ, Reg or Res. Type Transaction Code (TTC) statements for this Section are shown below with the input authority and corrections indicator immediately following the statement.

	REPORTING AUTHORITY	DEL/ ADD	DEL/ ERR
273 001 MGIB_____ED_____	HQ REG	Y	Y
273 002 START MGIB_____AMT \$____.00 ED____	HQ REG	N	Y
273 003 STOP MGIB S	HQ REG	N	N
273 004 CHAN MGIB S AMT \$____.00	HQ REG	N	N
906 000 RESERVE MONTGOMERY GI BILL ELIGIBLE_____	HQ RES	N	N
906 001 RESERVE MONTGOMERY GI BILL TERMINATE_____RECOUPMENT_	HQ RES	N	N
906 002 RESERVE MONTGOMERY GI BILL SUSPENSE_____	HQ RES	N	N
906 003 RESERVE MONTGOMERY GI BILL REINSTATE_____	HQ RES	N	N
*907 000 VIETNAM GI BILL STATUS ____	HQ RES	N	N
908 000 ACTIVE MONTGOMERY GI BILL STATUS_____	HQ REG RES	N	N
909 000 RESERVE MONTGOMERY GI BILL SIX YEAR OBLIGOR	HQ RES	N	N
910 000 MGIB SR KICKER INCNT ELIG CD____	HQ RES	N	N
910 001 MGIB SR KICKER INCNT SUSP CD____	HQ RES	N	N
910 002 MGIB SR KICKER INCNT TERM CD____	HQ RES	N	N
910 003 MGIB SR KICK INCNT CD____BASIS CD____CNTL NUM____	HQ RES	N	N
912 000 RESERVE MONTGOMERY GI BILL RECOUPMENT CHANGE_____	HQ RES	N	N

\*NOT USED

### 51601. ACTIVE DUTY MONTGOMERY GI BILL (MGIB) PROGRAM (TTC 273/908)

1. Members entering the armed forces on or after 1 July 1985 may elect to participate in the MGIB Program. The individual must voluntarily elect to participate in the MGIB program in order to establish a deduction from the participant's monthly pay and allowances. Effective 1 February 2002, RUs have the capability to report deductions in \$20 increments up to a one time deduction of \$600. Once monthly pay deductions reach the \$600 maximum buy up amount, MCTFS will automatically prevent any additional monthly deductions.

2. Marine recruits and Marine reservists augmenting directly to AD as their **initial** entry onto AD are given 2 weeks to sign a DD Form 2366 (MGIB Election Form) indicating participation or nonparticipation.

a. If a Marine elects to enroll, the CO will report the election **within 2 weeks of reporting for AD**. The monthly deduction of \$100 will be made beginning the month after the entry processed. The deduction will continue for 12 months, unless the Marine separates or enters a non-pay status. (Once a Marine returns to a good pay status, the monthly deduction automatically resumes.) If the Marine is separated prior to making the maximum \$1200 deduction, the MGIB deduction will terminate the month prior as appropriate. See Chapter 3, Section 3 for ECC.

b. If a Marine elects **not** to enroll, the CO will report the election **within 2 weeks of reporting for AD**. Once a Marine elects not to enroll, the election cannot be changed at a later date.

3. Circumstances concerning MGIB went into effect on 1 July 1985. Situations may exist that do not fall under these general provisions; see MCO 1560.28, Veterans Educational Assistance Benefits, for details. The following provisions apply:

a. Among other eligibility requirements, Marines must first contract for or first enter AD on or after 1 July 1985. (Prior service personnel are ineligible for MGIB.)

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- b. There are no provisions for suspending participation in MGIB.
- c. Deductions will be suspended while a Marine is in a non-pay status.
- d. There are no provisions for disenrolling from MGIB, except when a Marine was erroneously enrolled due to administrative error or oversight.
- e. There are no provisions for refunding MGIB pay reductions, except in cases of erroneous enrollment.
- f. There are no provisions for making lump-sum contributions to MGIB.
- g. If a Marine receives a medical or hardship discharge prior to making the maximum \$1200 contribution, benefits may be paid for the number of months contributed; no refund provision exists.

4. To report or correct MGIB-R eligibility code, report as follows:

```

TTC 273 001
MGIB_____ED_____
Enter 'P' for participation
Or 'N' for nonparticipation _____
8-byte ED Marine signed
DD Form 2366 electing option
to participate or not to
participate in the MGIB (YYYYMMDD) _____

```

**NOTE 1:** Effective date **MUST** fall within 60 days of the Marine's Current Active Duty Began Date (CADBD).

**NOTE 2:** When a DEL AS ERR UD is reported for an erroneously reported MGIB enrollment. A refund of all contributions previously withheld will be returned. File and retain all documents in the Marine's Service Record that support the erroneous enrollment situation. If deemed appropriate, record the circumstances on a NAVMC 118(11) entry in the Marine's Service Record.

5. The following TTC/sequence will be used to report MGIB conversion from VEAP and MGIB supplemental contributions up to \$600.00:

TTC 273 002                      START MGIB\_\_AMT \$\_\_.00 ED\_\_

1-byte alpha qualifier\_\_\_\_\_↑                  ↑                  ↑  
(see NOTE 1 & 2)  
3-byte numeric dollar amount up to \$600.00. \_\_\_\_\_↑                  ↑  
8-byte effective date (YYYYMMDD)\_\_\_\_\_↑

**NOTE 1:** A code of 'S' (Supplemental) will be utilized for the supplemental contribution amount, up to \$600.00. Visit <http://www.gibill.va.gov/education> for further information on MGIB supplemental contributions.

**NOTE 2:** A code of 'V' will be restricted to DFAS/KC input only, for those members converting VEAP enrollments.

6. Stop MGIB Supplemental Deduction. The Stop MGIB S transaction is used to stop a member's Monthly MGIB deductions. The last deduction from the member's pay will be the last day of the current month. This will provide service members the opportunity to stop their current Monthly MGIB deduction at any time, and allow starting a monthly deduction at a later date. Report as follows:


TTC 273 003 STOP MGIB S|

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7. MGIB Additional \$600 Buy-Up. Reporting units have the capability to report pay deductions for the MGIB buy-up. The deduction will be in \$20 increments at a minimum of \$20 per month, up to a one-time deduction of \$600. When reported, the new current supplemental monthly deduction will stop the last day of the current month, and the new supplemental amount will be effective the first day of the following month. Report an MGIB S amount change as follows:

TTC 273 004 CHAN MGIB S AMT \$\_\_\_\_.00|

3-byte dollar amount \_\_\_\_\_




**NOTE:** For this transaction, the 3-byte dollar amount for example, \$20 would equal 020, and \$100 would equal 100. If the total maximum amount exceeds \$600, the entry will fail.

8. Active Component Montgomery GI Bill (MGIB) Eligibility Status. To report or correct MGIB status, use the following statement:

TTC 908 000 \_\_\_\_\_ACTIVE MONTGOMERY GI BILL STATUS\_\_\_\_\_|

8-byte ED (YYYYMMDD) \_\_\_\_\_

Code (Figure 5-4) \_\_\_\_\_



**NOTE:** Regular units, HQMC and MISSO-17 RUCs can report the Active MGIB status code, but only HQMC and MISSO-17 RUCs can correct/change the code.

51602. RESERVE COMPONENT MONTGOMERY BILL (MGIB-R)(TTC 909).

1. The eligibility period for the MGIB-R started 1 July 1985. The Notice of Basic Eligibility (NOBE) is the source document for reporting. Commissioned officers, warrant officers, and enlisted members of the SMCR who meet the following requirements are eligible:

a. Must enlist, reenlist, or extend for service in the SMCR for at least 6 years on or after 1 July 1985. (Officers must agree to serve in the SMCR for at least 6 additional years beyond any other SMCR obligation, or the date of appointment or affiliation, whichever is later).

b. Possess a high school diploma or high school equivalency credential.

c. Have completed IADT or the first increment of IADT for members in the incremental IADT program (enlisted).

d. Complete a Reserve NOBE, (DD Form 2384 or 2384-1) and a Statement of Understanding (OPNAV 1780/1).

2. Join to SMCR. MGIB-R eligibility status will be reported on all SMCR members, to include members of the Category 'P' Program, and will be current in MCTFS for each SMCR member, regardless of when they joined. The active duty site commander/I-I/supervisor is responsible for ensuring that MGIB-R data is current and accurate for all SMCR members. Join TTC's automatically post eligibility codes for those returning from IADT as well as those joining from the IRR. Commanders will ensure the correct codes post after the join cycles by viewing the MGIB screens in MCTFS (D964 MGIB for AD and D999 for Reserve).

3. Responsibilities. SMCR members who were not previously eligible may elect to become eligible by meeting the requirements. If eligibility is elected, report the 'F' code, complete a SOU, and issue a NOBE. Ensure the action date matches the Date of Basic Eligibility on the NOBE. During the annual audit process, ensure the correct MGIB-R eligibility code is contained on the BIR.

4. MGIB-R Status (All SMCR Members). To report or correct MGIB-R status for every member of the unit (if not already accurately contained in MCTFS). Report as follows:

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TTC 906 000 \_\_\_\_\_ RESERVE MONTGOMERY GI BILL ELIGIBLE \_\_\_\_\_|

8-byte ED (YYYYMMDD) of  
the NOBE (block 9 of  
form 2384) or  
(block 1c of form 2384-1)

Code (Figure 5-5)

**NOTE:** Only RUC's 00404, 14001, 20015 29050, 548XX, 88720, 88740, 88845, 88850, 88880, 88888, 88889, 88890 and 88891 may report this entry if the Marine does not have a D999 remark resident in MCTFS.

5. Use TTC 909 to report the date of MGIB-SR 6-year obligation for officers. (This statement is also to be used for those individuals with an eligibility start date prior to 1 October 1990 that incur an additional 6-year Selected Reserve obligation in order to receive expanded benefits for the pursuit of a second BA degree, apprenticeship training, cooperative programs, or flight training.) The reenlistment, extension, or agreement to serve in order to qualify for expanded benefits must be executed on or after 1 October 1990. Use the Statement Of Understanding as the supporting document. Report as follows:

TTC 909 000 \_\_\_\_\_ RESERVE MONTGOMERY GI BILL SIX YEAR OBLIGOR|

8-byte ED (YYYYMMDD)  
statement of understanding  
was executed/effectuated

## 51603. SUSPENSION/REINSTATEMENT/TERMINATION OF MGIB-R ELIGIBILITY(TTC 906)

1. The occasions to suspend/reinstate Reservists' eligibility to MGIB-R are outlined in MCO 1560R.30. Report as follows:

TTC 906 002 \_\_\_\_\_ RESERVE MONTGOMERY GI BILL SUSPENSE \_\_\_\_\_

TTC 906 003 \_\_\_\_\_ RESERVE MONTGOMERY GI BILL REINSTATE \_\_\_\_\_

8-byte ED (YYYYMMDD)  
Suspension/Reinstatement eligibility code from figure 5-6.

**NOTE:** Only RUC's 00404, 14001, 20015, 29050, 548XX, 88720, 88740, 88845, 88850, 88880, 88888, 88889, 88890, and 88891 may report TTC 906 003 (Reinstatement).

2. Recoupment will be reported upon termination of MGIB-R eligibility. Report as follows:

TTC 906 001 \_\_\_\_\_ RESERVE MONTGOMERY GI BILL TERMINATE \_\_\_\_\_ RECOUPMENT \_\_\_\_\_

8-byte ED (YYYYMMDD)↑

Termination/recoupment code from figures 5-7, 5-8

**NOTE:** To correct erroneous reporting of eligibility status code 'F' (eligible), first report an eligibility termination code of 'G' and recoupment code of '6' by using TTC 906 001. The ED will be one day after the erroneous start date. Next, report the appropriate status code 'F' by using TTC 906 000. The start date will be the date of eligibility on the NOBE.

## 51604. RESERVE MGIB SR KICKER INCENTIVE CODES (TTC 910)

1. To report a member's eligibility, suspension, and termination, for the MGIB-SR College Fund Kicker Incentive Program, a control number will be issued by CMC (RA) to account for the number of individuals receiving the MGIB kicker benefits.

2. To report on a member in an SMCR unit, the Marine must qualify for the MGIB SR KICKER college incentive, and must be eligible for the **basic** MGIB-SR education assistance by having

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a 6-year obligation. Marines **must** be in a unit or have an MOS that CMC (RAM) has designated as critical for the Reserve component. Criteria can be found in MCBuls in the 7220 series.

a. For a member's initial eligibility for the MGIB SR KICKER educational incentive, report as follows:

TTC 910 003	_____	MGIB SR KICK INCNT CD	_____	BASIS CD	_____	CNTL NUM	_____	
DOA (YYYYMMDD)	_____	↑		↑		↑		↑
MGIB SR KICKER INCNT CD			↑					
(NOTE 1)			_____					
MGIB SR KICK BASIS CD				↑				
(Valid Codes: <b>A</b> , <b>B</b> , or <b>C</b> )				_____				
(NOTE 2)								
MGIB SR KICK INCNT CONTROL								
NUMBERS (from CMC (RA))								
(6-byte bonus cd/qy)								

**NOTE 1:** Valid MONTGOMERY GI BILL KICKER INCENTIVE CODES:

- (1) **RA** (\$100 per month)
- (2) **RB** (\$200 per month)
- (3) **RC** (\$350 per month)

**NOTE 2:** MONTGOMERY GI BILL INCENTIVE BASIS CODES:

- (1) **A** (critical specialty or skill duty position)
- (2) **B** (critical unit)
- (3) **C** (both critical specialty or skill duty position and critical unit)

b. To report a member's MGIB-SR-KICKER-INCENTIVE-ELIGIBILITY-CODE, report as follows:

TTC 910 000	_____	MGIB SR KICKER INCNT ELIG CD	_____	
DOA YYYYMMDD	_____	↑		↑
(MANDATORY)			_____	
MGIB SR KICKER INCNT ELIG CD				
(Valid codes: AD, BA, BB, BD, BE, BF)			_____	

**NOTE 1:** If no RES MGIB 999 RMK on file with a MGIB-R code 'F', 'Q', or 'T', the transaction will fail.

**NOTE 2:** This TTC (910 000) is reportable by CMC (RA) RUC 88880, HQMC RUCs 548XX, MISSA RUC 88889, and MISSO RUC 88888 for input of eligibility codes listed below:

**AA** - No entitlement. Service member has not executed a qualifying Selected Reserve contract or service obligation after 30 June 1985.

**AB** - No entitlement. Service member executed a qualifying Selected Reserve contract or service obligation after 30 June 1985, but has not completed IADT.

**AC** - No entitlement. Service member executed a qualifying Selected Reserve contract or service obligation after 30 June 1985 and completed IADT, but did not complete the requirements of a secondary school diploma or equivalency certificate before execution of the qualifying contract or service obligation.

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3. To report suspension of kicker eligibility on members whose basic MGIB-SR educational benefits have been suspended, either for **non-availability** or for **excessive unexcused absences**, report as follows:

TTC 910 001        \_\_\_\_ MGIB SR KICK INCNT SUSP CD \_\_\_\_ |  
 DOA YYYYMMDD (MAND)    ↑  
 MGIB SR KICKER INCNT CD    ↑  
 (valid codes:    **CB, CC, CD, CE, CF, OR CG**)

4. A member's MGIB-SR KICKER BENEFITS may be terminated if the individual did not re-affiliate with a SMCR unit after a period of non-availability or they are declared to be an unsatisfactory participant. Report as follows:

TTC 910 002        \_\_\_\_ MGIB SR KICKER INCNT TERM CD \_\_\_\_ |  
 DOA YYYYMMDD    ↑  
 (MAND)    ↑  
 MGIB SR KICK INCNT TERM CD    ↑  
 (Valid codes: (**DA, DB, DC, DD** or **DE**))

51605. MGIB-R VIETNAM ERA ELIGIBILITY STATUS (TTC 907)

Only those members with a Reserve MGIB code "eligible" are required to have Vietnam Era GI Bill information reported. A member's DEAF must be from 01 Feb 1955 to 31 Dec 1976 and they must have served on active duty for 180 days or more, to be considered eligible for Vietnam Era GI Bill benefits. Report the Vietnam Era GI Bill STATUS in this transaction as either '1' or '2':

TTC            907 000    \_\_\_\_ VIETNAM GI BILL STATUS \_\_\_\_ |  
 8-byte DOA (YYYYMMDD)    ↑  
 1-byte STATUS CODE    ↑

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## MGIB STATUS CODES (ACDU)(OFF/ENL)

CODE	DESCRIPTION
0	Ineligible - member failed to meet minimum service requirement or separated with a characterization under other than honorable or member did not receive a secondary school diploma (or equivalency certificate) before completion of service requirement.
1	Ineligible - member first entered on AD before 1 July 1985.
2	Member has not executed a declination of enrollment.
3	Ineligible - after 31 December 1976, member received a commission as an officer upon graduating from a Service Academy or completing a ROTC/NROTC scholarship educational assistance program.
4	Member enrolled and on AD for less than 3 years.
5	Member enrolled and on AD for 3 years or more.
6	Member declined enrollment.
7	Member enrolled in the supplemental MGIB (max of \$600 buy-up) - elected to increase deductions from \$1200 to \$1800 while participating in Chapter 30 U.S.C.; Effective May 2001.
G	Eligible - enrolled during open period, member on AD less than 3 years during The period 1 July 1985 to 30 June 1988.
H	Eligible - enrolled during open period, member first entered or first became a member on AD duty for 3 or more years during the period 1 July 1985 to 30 June 1988.
I	Members basic eligibility expired. Basic eligibility expired 10 years after The established date of basic eligibility.
J	Member enrolled prior to involuntary separation.
K	Member enrolled prior to involuntary separation and converted to MGIB from VEAP. <b>NOTE:</b> Report 'J' if member's initial entry on active duty was prior to 1 Jul 85, and 'K' 1 Jul 85 and after.
L	Enrolled; member enrolled under VSI and did not enter during VEAP era. (Member may have been previously enrolled in MGIB program.)
M	Enrolled; member enrolled under VSI and entered during VEAP era.
N	Enrolled; member enrolled under SSB and did not enter during VEAP era. (Member may have been previously enrolled in MGIB program.)
P	Enrolled; member enrolled under SSB and entered during VEAP era.
Q	Ineligible, VEAP participant who is eligible to enroll IAW PL104-275 but declined.
R	Eligible, VEAP participant who enrolled IAW PL 104-275.

FIGURE 5-6--MGIB STATUS CODES (ACDU)

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## MGIB STATUS CODES (ACDU)(OFF/ENL)(CONT)

CODE	DESCRIPTION
U	Eligible VEAP participant declined MGIB. Elected not to enroll when offered to convert during the 1 year period starting 1 Nov 2000; member on continuous active duty on or before 9 Oct 1996 through 1 Apr 2000.
V	Eligible VEAP participant enrolled in MGIB. Member enrolled when offered to convert his/her VEAP benefits during the 1 year period starting 1 Nov 2000; member on continuous active duty on or before 9 Oct 1996 through 1 Apr 2000.
W	Eligible VEAP participant deferred enrollment in MGIB. Because of participation in a loan repayment program, deferred enrollment in MGIB-AD Chapter 30 when offered to convert VEAP benefits during the 1 year period starting 1 Nov 2000; member on continuous active duty on or before 9 Oct 1996 through 1 Apr 2000.

CODES 'Q', 'R', 'S' AND 'T' ARE NOT REPORTABLE AT UNIT LEVEL.

FIGURE 5-6--MGIB STATUS CODES (ACDU)(CONT)



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### MGIB-R STATUS (RES) (OFF/ENL)

CODE	DESCRIPTION
C	Ineligible - member has never executed a 6-year contract or service obligation in the SMCR on or after 1 July 1985.
D	Ineligible - member executed 6-year contract or service obligation, but has not completed IADT. ( <b>NOTE 1</b> )
E	Ineligible - member does not have a high school diploma or high school equivalency. ( <b>NOTE 2</b> )
F	Eligible - meets all requirements per MCO 1560R.30. ( <b>NOTE 3</b> )
R	Eligible - disability not the result of individual's willful misconduct. (Automatically posts when a correct SPD is entered).
T	Eligible - transition assistance (ensure the ED of this transaction is equal to the date of basic eligibility on the NOBE <b>and</b> the 'T' code posts prior to a transfer to the IRR is reported).

**NOTE 1:** A reservist who does not possess a high school diploma or high school equivalency credential but has completed 12 or more college credits is eligible for MGIB-R if they meet all other eligibility criteria per MCO 1560R.30.

**NOTE 2:** Reporting Units that erroneously report eligibility of 'F', must use TTC 906 001 to report a termination code of 'G' with a recoupment code of '6' prior to reporting the correct eligibility code.

**NOTE 3:** If an erroneous eligibility status code 'F' (eligible) is reported; first report an eligibility termination code 'G' by using TTC 906 001. The ED will be one day after the erroneous start date. Next, report the appropriate status code 'F' by using TTC 906 000. The start date will be the date of eligibility on the Notice of Basic Eligibility (NOBE).

**NOTE 4:** Eligibility status code 'J' is no longer valid because legislation now allows a member to obtain a higher degree while receiving MGIB-R.

FIGURE 5-7--MGIB-R STATUS (RES)

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## SUSPENSION/REINSTATEMENT OF MGIB-R ELIGIBILITY (OFF/ENL)

CODE	DESCRIPTION
M - Eligibility suspended. Awaiting determination of unsatisfactory participation. Contact MISSO-17 to reestablish eligibility for a Marine who was suspended with code M in error.	Member is an unsatisfactory participant. Action date of entry will be the date of the ninth missed IDT or the first day of the AD training period for which the reservist does not appear.
N - Eligibility suspended. Granted a period of authorized non-availability (missionary).	Member has a religious missionary obligation. ED of the entry will be the date the Marine is transferred to the IRR. All periods of non-availability must be approved by the CMC (RAM) or the CG, MARFORRES. Only CMC (RAM), CG, MARFORRES and MISSO-17 can input this entry. (NOTE 1)
P - Eligibility suspended. Granted a period of authorized non-availability (other).	All periods of non-availability must be approved by the CMC (RAM) or the CG, MARFORRES. Action date of the entry will be the date of the Marine's transfer to the IRR. Only CMC (RAM), COMMARFORRES and MISSO-17 can input this entry. (NOTE 1)
Q - Eligibility reinstated following a period of authorized non-availability	Eligibility can be reinstated only when Previously suspended with codes N and P ED of the entry will be the date the Individual returns to the SMCR ( <b>NOTE 2, 3</b> )
X - Eligibility suspended following the forwarding of the separation package to the General Court Martial Convening Authority (GCMCA).	Member is an unsatisfactory participant. Action date of entry will be the date that the package was forwarded to the GCMCA. ( <b>NOTE 4</b> )

**NOTE 1:** The CG, MARFORRES is responsible for reporting MGIB-R suspension codes 'N' and 'P' prior to reporting a transfer on the UD, ensure that code 'N' or 'P' (as applicable) has posted in the MCTFS. If the suspension code has not posted, contact the COMMARFORRES.

**NOTE 2:** Reinstate eligibility when member returns to the SMCR, provided the return is within the period specified in MCO 1560R.30. Requests for extension of the Mandatory Drill Participation (MDP) will be routed via MISSO-17. The IDT obligation will be extended to cover the period of the suspension; i.e., the period should be from the date after TR to the IRR to the date prior to the join back to the SMCR.

**NOTE 3:** Members that are reinstated after a period of authorized absence and have an initial entry date after 1 Jul 1985 must have their MDP date adjusted.

**NOTE 4:** Members who accrue 9 unexcused absences from inactive duty training in any consecutive 12-month period, or unexcused absence from annual training or other required active duty for training in the SMCR, will be notified of their failure to meet SGLI obligations and will be disenrolled 60 days after notification. Additionally, action will be initiated to suspend the MGIB-R, and Strength Category Code 'X' will be reported on unsatisfactory participants on the day the separation package is forwarded to the GCMCA. Those members who make direct remittance to SGLI for premiums (i.e., MTU members) will be disenrolled from the SGLI program when they acquire 9 unexcused absences.

FIGURE 5-8--SUSPENSION/REINSTATEMENT OF MGIB-R

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## TERMINATION/RECOUPMENT OF MGIB-R (OFF/ENL)

<u>CODE</u>	<u>DESCRIPTION</u>
G - Eligibility terminated	Correction of erroneous reporting of eligibility Code 'F'. ( <b>NOTE</b> ).
K - Eligibility terminated	Member in receipt of financial assistance from an ROTC/NROTC scholarship program or a military service academy.
L - Eligibility terminated. (Code 'L' will be computer-generated and does not have to be reported on the UD.)	Member deceased, separated, or transferred from the SMCR. MGIB-R eligibility terminates upon voluntary transfer to the IRR.
H - Eligibility terminated. Unsatisfactory participant.	Automatically posts when appropriate SPD is entered.
S - Ineligible - eligibility terminated	Marines who gained entitlement to the MGIB-R on or after 29 November 1989, lose eligibility when assigned to the AR program. ED will be the date transferred to the AR Program.

**NOTE.** If an erroneous MGIB-R eligibility code of 'C', 'D', or 'E' is reported, correct the discrepancy by reporting the same statement with the appropriate status code.

FIGURE 5-9--TERMINATION/RECOUPMENT CODES

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### RECOUPMENT OF MGIB-R ELIGIBILITY (OFF/ENL)

<u>CODE</u>	<u>DESCRIPTION</u>
1	Recoupment not required
2	Recoupment required, not waived (CMC (RAM)/MISSO-17 only)
3	Recoupment required, waived (CMC (RAM)/MISSO-17 only)
6	Recoupment not required, for correction of eligibility start date used with 'G' code

**NOTE 1:** Recoupment is not required for members augmented to an active component or for members ordered to EAD. A recoupment code of '1' will automatically be generated when a Computer-generated termination code of 'L' automatically posts.

**NOTE 2:** Request for relief from recoupment action must be forwarded, with full justification, to the CMC (RAM) via the Marine's chain of command. Such relief will only be made when the failure to participate is due to circumstances beyond the individual Marine's control. Termination and recoupment codes will be reported by MISSO-17 upon determination from the CMC (RAM).

FIGURE 5-10--RECOUPMENT OF MGIB-R ELIGIBILITY

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### Section 17: MONTGOMERY GI BILL ENROLLMENT FOR CERTAIN VEAP PARTICIPANTS

#### 51700. INFORMATION

Eligible members who have used some of their entitlements under the Veterans Education Assistance Program (VEAP) may elect to enroll in the Montgomery GI Bill (MGIB) program. They are entitled to a total of not more than 48 months of federally legislated educational benefits. If a service member used 18 months of benefits under VEAP, he/she would still qualify for 30 months of benefits under the MGIB. Regardless of the amount of benefits remaining, an election to enroll under this provision requires a \$2700 contribution. For a service member to determine the amount of VEAP benefits used, they may contact the Department of Veterans Affairs at 1-888-442-4551 or.

#### 51701. ELIGIBILITY FOR MGIB ENROLLMENT FOR CERTAIN VEAP PARTICIPANTS

1. VEAP participants have the option, until 31 October 2001, to convert their VEAP benefits to MGIB if they:
  - a. Initially entered the service between 1 January 1977 and 30 June 1985
  - b. Were enrolled in VEAP on or before 9 October 1996
  - c. Were on continuous active duty from 9 October 1996 through 1 April 2000
  - d. Completed a high school diploma or equivalency prior to applying for benefits
  - e. Have received an honorable discharge or separation from active duty
2. All former VEAP participants must make a mandatory, irrevocable decision to either enroll or decline enrollment in the MGIB program. VEAP participants will be identified on listings provided by HQMC (MRV) to all base education centers and DFAS PMCRF/KC. The base education officer will notify all eligible Marines of this conversion opportunity. A Marine appearing on the list will be considered eligible. Inquiries regarding the eligibility for a Marine not appearing on the list and inquiries for other complex cases may be directed to DFAS PMCRF/KC, at DSN 465-7050 or commercial (816) 926-7050.
3. The base education office will counsel and guide all eligible Marines through the completion of the following forms:
  - VA form 5281 or 24-5281 (VEAP disenrollment/refund form)
  - DD form 2366 (Montgomery GI Bill Act of 1984)
  - Method of Payment Memo
  - Counseling Form
4. VEAP participants must request disenrollment/refund from VEAP prior to enrolling in the MGIB, but do not have to necessarily receive their VEAP refund prior to MGIB enrollment. The education office will telefax the executed VA form 5281 or 24-5281 to DFAS PMCRF/KC, DSN 465-3129 or commercial (816) 926-3129.
5. DFAS PMCRF/KC will process all VEAP disenrollment requests and then forward the VA form 5281 or 24-5281 to the VA for refund processing. The VA will make VEAP refunds directly to Marines.
6. **Methods of payment for MGIB enrollment.** Marines may elect the following method of payment: (NOTE: Payments made/deducted will reduce a Marine's taxable wages.)
  - a. A lump-sum payment of \$2,700.
  - b. Combination of a lump-sum payment (e.g., \$700 or \$1000) and a monthly pay deduction payable in 18 months or less.
  - c. Installments payable in 18 months. (The minimum monthly installment amount is \$150.)

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### 7. Lump-sum contributions of \$2,700.

a. VEAP participants, who elect to participate in the MGIB program, will have all the required documents completed as stated above before forwarding the package to their servicing Disbursing Officer/Finance Officer. When the Marine elects enrollment in the MGIB program with a lump-sum payment of \$2,700, payment may be made by cash, bank draft, certified check, or money order made payable to the U.S. Treasury. Personal checks **WILL NOT** be accepted. The method of payment memo prepared by the base education office must state that the Marine agrees to make a \$2,700 lump-sum contribution. The education office must ensure the Marine is provided a copy of the package.

b. Commanding Officers are not authorized to report any unit diary entries provided below on Marines who elect to convert their educational benefits from VEAP to MGIB. The required entries (TTC 513/000 (CRED CASH DEP) and TTC 693/003 (CHECKAGE TAX CODE 3) will be run by Disbursing Officers/Finance Officers/DFAS KC. (Refer to PAA 14-01 for additional information.)

### 8. Partial Lump-sum payment and monthly installment amount payable in 18 Months or less.

a. VEAP participants who elect to participate in the MGIB Program are to have all of the required documents completed (as indicated in PAAN 14-01) before forwarding the package to the DO/FO. When a Marine elects enrollment in the MGIB program and is going to make a partial lump-sum payment (e.g. \$700 or \$1200) and a monthly installment amount, CO's are to follow the procedures stated in PAAN 14-01.

b. The method of payment memo prepared by the base education office must state both the partial lump-sum payment amount and the monthly pay deduction amount payable in 18 months or less agreed to by the Marine. The Marine must be provided a copy of the package.

c. DO's/FO's are not to report any diary entries for partial lump-sum, but are required to follow the procedures stated in PAAN 14-01. The monthly deduction amount requested by the Marine will be reported by DFAS-PMCRF/KC.

**NOTE:** For Marines who are going to be discharged/separated, a lump-sum payment cannot be withheld from a Marine's final settlement. A cash deposit must be made and a DD Form 1131 must be prepared.

### 9. Monthly pay deduction of \$150 or more.

a. When a Marine elects to make monthly payments by pay deductions payable within 18 months, the method of payment memo prepared by the base education office must state the monthly pay deduction amount that the Marine agrees to. Completed MGIB packages sent to PMCRF/KC will be forwarded by a transmittal letter showing the Marine's name and SSN to DFAS-KC, Director, Military Pay Operations, (PMCRF) Kansas City, MO 64197-00001. Do not forward the package to your servicing DO/FO.

**NOTE:** A Marine must have at least 18 months of active duty remaining when electing the \$150 minimum payment option. If a member is due to retire within 18 months and will not be able to complete the full \$2700 contribution, the member is to contact the VA to make arrangements for deductions from their retired/retainer pay.

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b. To report MGIB conversion from VEAP and MGIB supplemental contributions up to \$600.00, report as follows:

TTC 273 002	CHAN MGIB	____	AMT	____	ED	____
		▲		▲		▲
1-byte alpha qualifier		—		—		—
( 'S' or 'V' - <b>NOTE</b> )						
3-byte numeric dollar amount		—		—		—
up to \$600.00						
8-byte ED (YYYYMMDD)					—	—

**NOTE:** A code of 'S' (Supplemental) will be utilized for the supplemental contribution amount, up to \$600.00. Visit <http://www.gibill.va.gov/education> for further information on MGIB supplemental contributions. A code of 'V' will be restricted to DFAS/DC input only, for those members converting VEAP enrollments.

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## Section 18: VETERANS EDUCATIONAL ASSISTANCE (VEAP)

### 51800. INTRODUCTION

1. Detailed reporting information for VEAP is indicated in the following paragraphs.
2. Diary input authority is indicated for HQ, Reg or Res. Type transaction code (TTC) statements for this section are shown below with the input authority and corrections indicator immediately following the statement.

	REPORTING AUTHORITY	DEL/ ADD	DEL/ ERR
199 000 STRT VEAP \$ 25.00	HQ REG	N	N
199 001 STRT VEAP \$ 30.00	HQ REG	N	N
199 002 STRT VEAP \$ 35.00	HQ REG	N	N
199 003 STRT VEAP \$ 40.00	HQ REG	N	N
199 004 STRT VEAP \$ 45.00	HQ REG	N	N
199 005 STRT VEAP \$ 50.00	HQ REG	N	N
199 006 STRT VEAP \$ 55.00	HQ REG	N	N
199 007 STRT VEAP \$ 60.00	HQ REG	N	N
199 008 STRT VEAP \$ 65.00	HQ REG	N	N
199 009 STRT VEAP \$ 70.00	HQ REG	N	N
199 010 STRT VEAP \$ 75.00	HQ REG	N	N
199 011 STRT VEAP \$ 80.00	HQ REG	N	N
199 012 STRT VEAP \$ 85.00	HQ REG	N	N
199 013 STRT VEAP \$ 90.00	HQ REG	N	N
199 014 STRT VEAP \$ 95.00	HQ REG	N	N
199 015 STRT VEAP \$ 100.00	HQ REG	N	N
200 000 STOP VEAP	HQ REG	N	N
201 000 CH VEAP \$ 25.00	HQ REG	N	N
201 001 CH VEAP \$ 30.00	HQ REG	N	N
201 002 CH VEAP \$ 35.00	HQ REG	N	N
201 003 CH VEAP \$ 40.00	HQ REG	N	N
201 004 CH VEAP \$ 45.00	HQ REG	N	N
201 005 CH VEAP \$ 50.00	HQ REG	N	N
201 006 CH VEAP \$ 55.00	HQ REG	N	N
201 007 CH VEAP \$ 60.00	HQ REG	N	N
201 008 CH VEAP \$ 65.00	HQ REG	N	N
201 009 CH VEAP \$ 70.00	HQ REG	N	N
201 010 CH VEAP \$ 75.00	HQ REG	N	N
201 011 CH VEAP \$ 80.00	HQ REG	N	N
201 012 CH VEAP \$ 85.00	HQ REG	N	N
201 013 CH VEAP \$ 90.00	HQ REG	N	N
201 014 CH VEAP \$ 95.00	HQ REG	N	N
201 015 CH VEAP \$ 100.00	HQ REG	N	N

### 51801. VEAP (TTC 199/200/201)

1. Effective 1 April 1987, VEAP was suspended and no new enrollment will be accepted. Marines who initially enrolled in the VEAP before that date remain eligible for the program, even if they have suspended or discontinued their enrollment.
2. A UD entry is required to commence the Marine's participation in the VEAP and the payroll deduction. The entry must include a valid specified amount to be deducted. This amount cannot be less than \$25 or more than \$100, in increments of \$5, and are expressed by showing the actual dollar figures followed by a decimal point and two zeros (as indicated). Use the appropriate statement to commence the deduction for a VEAP contribution:



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199 000	STRT VEAP \$ 25.00
199 001	STRT VEAP \$ 30.00
199 002	STRT VEAP \$ 35.00
199 003	STRT VEAP \$ 40.00
199 004	STRT VEAP \$ 45.00
199 005	STRT VEAP \$ 50.00
199 006	STRT VEAP \$ 55.00
199 007	STRT VEAP \$ 60.00
199 008	STRT VEAP \$ 65.00
199 009	STRT VEAP \$ 70.00
199 010	STRT VEAP \$ 75.00
199 011	STRT VEAP \$ 80.00
199 012	STRT VEAP \$ 85.00
199 013	STRT VEAP \$ 90.00
199 014	STRT VEAP \$ 95.00
199 015	STRT VEAP \$100.00

**NOTE:** The first deduction from pay will always be effected the month following the month the start entry is successfully processed at the central site. There are no retroactive processing requirements for commencing a VEAP deduction.

3. A stop entry will be reported to suspend or terminate VEAP.

a. A Marine may suspend participation without disenrollment or may terminate participation and disenroll from the VEAP.

b. The UD statement used to temporarily suspend the VEAP deductions from the MMPA or to terminate participation in VEAP is the same. Deductions may be temporarily suspended for a participant and restarted at a later date by reporting the STOP and STRT VEAP UD statements. A participant may be disenrolled from the VEAP by reporting the STOP VEAP UD statement and then complying with the procedural instructions contained in MCO P7220.31. Use the following statement to temporarily suspend participation in VEAP:

TTC 200 000                      STOP VEAP

c. Stops for reasons other than voluntary will be achieved by automatic processes.

Computer processing of retirement, discharge, or death will automatically terminate the VEAP deduction. The ECC will automatically suspend the VEAP deduction. The last deduction will be effected the month preceding the action date.

A nonaccrual pay condition status (such as UA or desertion) at the time of the midmonth update and extract (U&E) routine will automatically suspend the VEAP deduction, effecting the last deduction from pay the month preceding the date of action.

Reaching the maximum limitation of \$2700 in contributions will generate an automatic termination of the VEAP deduction by the computer.

4. Resuming a VEAP deduction from a voluntary or automatic suspension is permitted when requested by the Marine.

a. A UD entry is required to resume the Marine's VEAP contributions that were previously suspended. The entry must include the valid monthly amount to be deducted. Use the statement from subparagraph 8, below, to resume VEAP.

b. The deduction from pay will be resumed effective the month following the month of processing at the central site.

5. The VA will permit disenrollment from the VEAP and will refund the Marine's contributions under certain conditions, see MCO 1560.28. If the disenrolled Marine again desires to participate in the VEAP, the reenrollment will require the same procedures specified in subparagraph 2, above.

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6. Current changes are permitted; for example, increases or decreases in the monthly deduction amount. Changes in the amount must be in increments of \$5. The new monthly deduction amount cannot be less than \$25 or more than \$100.

a. A UD entry is used to change the monthly deduction amount. The entry is reported so that no new start and stop dates are created. The entry will include the new amount to be deducted from pay. Use the appropriate statement shown below to change the monthly deduction amount:

201 000	CH VEAP \$ 25.00
201 001	CH VEAP \$ 30.00
201 002	CH VEAP \$ 35.00
201 003	CH VEAP \$ 40.00
201 004	CH VEAP \$ 45.00
201 005	CH VEAP \$ 50.00
201 006	CH VEAP \$ 55.00
201 007	CH VEAP \$ 60.00
201 008	CH VEAP \$ 65.00
201 009	CH VEAP \$ 70.00
201 010	CH VEAP \$ 75.00
201 011	CH VEAP \$ 80.00
201 012	CH VEAP \$ 85.00
201 013	CH VEAP \$ 90.00
201 014	CH VEAP \$ 95.00
201 015	CH VEAP \$100.00

b. The new amount will be deducted from the Marine's pay effective the month following the month the entry is processed at the central site.

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## Section 19: FINANCIAL ASSISTANCE PROGRAM (FAP)

### 51900. INTRODUCTION

1. The FAP section includes both the Marine Corps Financial Assistance Program (MCFAP) and Marine Corps College Tuition Assistance Program (MCTAP) including the Start, Stop and Start or Stop Recoupment. Detailed reporting information is indicated in the following paragraphs.

2. Diary input authority is indicated for HQ only. Type Transaction Codes (TTC) statements for this section are shown below with the input authority and corrections indicator immediately following the statement.

	REPORTING AUTHORITY	DEL/ ADD	DEL/ ERR
851 000 START PLC MCFAP (FULL YEAR) EFF _____	HQ	N	N
851 001 START PLC MCFAP (ONE SEMESTER) EFF_____	HQ	N	N
851 002 START PLC MCFAP - TERM____TO____	HQ	N	N
851 003 STOP PLC MCFAP RECOUPMENT	HQ	N	N
851 004 STOP PLC MCFAP NO RECOUPMENT	HQ	N	N
851 005 STOP PLC MCFAP - TERM____TO____	HQ	N	N
851 006 START PLC MCCTAP (FULL YEAR) \$____.____EFF____	HQ	N	N
851 007 START PLC MCCTAP (ONE SEMESTER) \$____.____EFF____	HQ	N	N

### 51901. MARINE CORPS FINANCIAL ASSISTANCE PROGRAM (MCFAP) (TTC 851)

1. The Marine Corps Financial Assistance Program (MCFAP) allows an electronic fund transfer (EFT) stipend payment to be made to a Platoon Leader Class (PLC) Marine to help with college tuition expenses. The stipend payment is based on a monthly amount not to exceed 9 months in a school year and a maximum of 3 years total payments. The MCFAP data will be retained in the stipend (974) remark on the MCTFS. The following statements will be utilized to report stipend payments.

a. A stipend payment may be issued for a full year payment (2 semesters), partial year payment (1 semester) or a term payment (period to period not to exceed 4 months).

b. Use the following statement to start a stipend payment:

TTC 851 000 START PLC MCFAP (FULL YEAR) EFF \_\_\_\_\_| (CMC (MCRC)

8-byte ED (YYYYMMDD) \_\_\_\_\_

c. For a full payment the ED cannot not be July, and can only be in the current school year (i.e., Aug 97 through Jun 98 for current 98 school year.)

d. Partial Year PLC MCFAP payment will generate one EFT payment which will be half of the full year amount from the ED through the semester (i.e., if the semester ED is Aug thru Dec then the semester will be from the ED through Dec 31. If the semester ED is Jan thru Jun then the semester will be from the ED through 30 Jun). An amount of less than half will not be generated.

e. Use the following statement to report a partial payment:

TTC 851 001 START PLC MCFAP (ONE SEMESTER) EFF\_\_\_\_\_|

8-byte ED (YYYYMMDD) \_\_\_\_\_

f. For a partial payment the ED can only be in the current school year (i.e., Aug thru Dec 1999 or Jan thru Jun 2000 is the current school year).

g. A term stipend payment will generate one EFT payment for the number of months reported (i.e., if the period reported is Dec thru Feb, then the number of months will be 3 times the monthly rate for stipend payment). A payment will not generate for more than 4

months total payment.

- h. Use the following statement to report a Term payment:

TTC 851 002            START PLC MCFAP - TERM\_\_\_\_\_TO\_\_\_\_\_|  
 8-byte FROM/TO PERIOD (YYYYMMDD)            ↑            ↑

- i. For a term payment the reported period can not be July and can only be in the current year.

j. The stop with recoupment will generate a checkage for the full amount in the most current stipend (974) remark's total accumulated balance amount. The checkage will cover all stipend payments received for all school years. The stop with no recoupment will not generate a checkage.

- k. Use the following statement to report a stop payment:

TTC 851 003            STOP PLC MCFAP RECOUPMENT|  
 TTC 851 004            STOP PLC MCFAP NO RECOUPMENT|

2. The stop term will generate a checkage for the amount in the stipend (974) current school year balance for the period reported only.

TTC 851 005            STOP PLC MCFAP - TERM\_\_\_\_\_TO\_\_\_\_\_|  
 8-byte FROM/TO period (YYYYMMDD)            ↑            ↑

**NOTE 1:** The period can only be in the current school year (i.e., Aug through Dec 1999 or Jan through Jun 2000 is a current school year).

**NOTE 2:** To recoup or adjust for a period year, the data to be reported/adjusted must be provided to DFAS-KCC and inquiries by CMC.

#### 51902. MARINE CORPS COLLEGE TUITION ASSISTANCE PROGRAM (MCCTAP) (TTC 851)

This transaction will allow HQMC the capability to start/stop a MCCTAP entitlement for the current school year only. MCCTAP is an additional tuition assistance program for Marines in PLC including PLC lawyers. The program is for expenses of the member while pursuing on a full time basis at an institution of higher education, a program of education approved by the Secretary that leads to a baccalaureate degree or a doctor of jurisprudence or bachelor of law degree. Members are entitled up to a maximum of \$5,200.00 per year or \$2,600.00 per semester. This program is in addition to the MCFAP payment a member might receive. **NOTE:** The two amounts (MCFAP/MCCTAP) should **not** be combined. Report as follows:

851 006 START PLC MCCTAP (FULL YEAR) \$\_\_\_\_.\_\_\_\_EFF\_\_\_\_| (CMC 54893 only)  
 4-byte dollar/2-byte cents amount            ↑            ↑            ↑  
 8-byte ED (YYYYMMDD) \_\_\_\_\_

or

851 007 START PLC MCCTAP (ONE SEMESTER) \$\_\_\_\_.\_\_\_\_EFF\_\_\_\_| (CMC 54893 only)  
 4-byte dollar/2-byte cents amount            ↑            ↑            ↑  
 8-byte ED (YYYYMMDD) \_\_\_\_\_